

Canadian Acoustical Association
Minutes of the Board of Directors Meeting
22 April 2006
 Toronto, Ontario

Present: Stan Dosso (chair), Dalila Giusti, David Quirt, Alberto Behar, Vijay Parsa, Anita Lewis, Rich Peppin, Corjan Buma, Christian Giguère, Ramani Ramakrishnan, John Bradley, Nicole Collison

Regrets: Dave Stredulinsky, Mark Cheng

The meeting was called to order at 10:00 a.m. After a brief review of progress on action items, the minutes of Board of Directors meeting on 11 October 2005 were approved as published in Canadian Acoustics (December 2005 issue). (*moved A. Behar, seconded R. Ramakrishnan, carried*).

President's Report

Stan Dosso reported that there have been no major changes or problems in the affairs of the Association. He credits this to sustained efforts by Board members, who have kept all the major activities of the Association proceeding steadily.

Secretary's Report

David Quirt reported that the surges of new memberships associated with both the Ottawa and Vancouver meetings seem to have passed, so membership declined to 338 as of mid-April. On a more positive note, total renewals were marginally above last year, about half of the new members from Ottawa and Vancouver meetings have renewed, and the number of Sustaining Subscribers continues to rise.

Mailing list (15 April)	Canada	USA	Other	Change
Member	185	18	7	-29
Student	51	1	6	-12
Sustaining	38	3	1	+3
Direct	5	2	–	–
Indirect	9	8	4	–
	Total = 338			-38

To ease membership renewal, the Secretary and Treasurer have continued the option of payments by VISA, and 41% used this method. Changes to this process are contemplated, as

discussed under the Treasurer's report, below. To strengthen CAA communication via e-mail, and to reduce errors in mailing *Canadian Acoustics*, systematic updating of membership address data including e-mail was continued in the renewal process.

With respect to CAA communications, David noted that the forms for our annual filing with Corporations Canada have just been received, and that a letter of thanks and a certificate of appreciation were received from Standards Council Canada, acknowledging our financial support for the IEC and ISO meetings in Toronto in June 2005.

Secretarial operating costs for FY2005/06 to date were \$866 (slightly higher than last year), mainly for mailing costs and postal box rentals.

Issues of Noise News International were mailed as they arrived, to 50 members who requested this option, but shipment from the publisher in the USA is consistently 4-6 months late.

The report prompted an extended discussion about membership and services. A number of possible actions were debated: appointing a Membership Chair, trying new membership categories such as life membership, attracting international members or the Canadians who are active in other acoustics-related societies, a survey to identify services desired by CAA members. The executive decided to act now on two of these ideas:

- One group (Stan, Rich, David) will develop a list of Canadian members of ASA etc., so we

can invite them to participate in the annual conference or other CAA activities.

- A second group (Christian, Ramani, et al) will take steps to develop a list of acoustics faculty and programs at Canadian universities and colleges.

Overall, the routine process of the Corporation is proceeding without major problems.
(*R. Ramakrishnan moved acceptance of report, seconded V. Parsa, carried*)

Treasurer's Report

The Treasurer, Dalila Giusti, submitted a report and a preliminary financial statement, for the fiscal year to date. It is a quite typical year financially, except that advertising revenue is delayed. Interest on our capital fund in 2005/06 will approximately cover the \$5750 expense for prizes in October 2005, but would have been insufficient if all prizes were awarded. Most expenses were essentially as budgeted, and the conference in London made a significant profit. In the remainder of the fiscal year, income from advertising and interest on investments will offset planned expenses, so total assets should increase again this year.

Investment strategy for the capital fund was discussed. Interest on GIC's and government bonds (our traditional form of investment) has dropped to very low levels. It was agreed that the purpose of the capital fund is to provide income to fund our awards and that some risk of capital loss is acceptable to achieve a suitable level of revenue. The Treasurer was requested to propose a higher-yield investment such as a balanced mutual fund; if the Board approves by e-mail ballot, then immediate investment by the Treasurer of \$40,000 of the capital fund in this manner is authorized.
(*Moved A. Behar, second R. Peppin, carried*).

Some options for fee changes were suggested, such as higher rates for Sustaining Subscribers or a surcharge for mailing the journal outside Canada, but it was noted that such changes must be approved at the Annual General Meeting. The Treasurer was requested to consult further, and present a proposed fee structure in October.

Handling payments by VISA causes operational problems for the treasurer and secretary, due to errors filling in the forms and changes in VISA accounts. The Executive have investigated options for online payment via the website, using a service provider for secure transactions. This seems promising for memberships and conference registration. The Board asked the Executive to investigate this more thoroughly, and present a detailed proposal at the next meeting.

The Treasurer proposed some specific changes in operational procedures, and consensus was established in the resulting discussion:

1. Travel subsidy rate should be changed to \$0.40/km, with one claim per vehicle;
2. Set cut-off date of 1 December for receipt of student travel claims, to permit disbursement before year-end;
3. For VISA payments, require expiry dates at least one month after the date of submission (and note that limit on all payment forms).

The Board accepted the Treasurer's report, and authorized the three operational changes above.
(*Moved N. Collison, second C. Buma, carried*.)

Editor's Report

The Editor, Ramani Ramakrishnan, presented a brief report on issues related to content, appearance, and publication process for *Canadian Acoustics*. A special issue is planned in June 2006 featuring papers on wind turbine noise from a conference in Banff.

There was discussion of increasing the number of issues per year. Ramani feels the amount of available content would permit this, if there were one or two special issues each year. The Board agreed that 5/year would be a sensible next step, but concerns were raised about the financial side. An increase of 50% - or even 25% - seems prohibitively expensive unless costs are significantly reduced or advertising revenue is increased. The Editor was asked to cost the options and create a proposal for the Board to consider in October. The Board accepted the Editor's report.
(*moved A.Behar, second V. Parsa, carried*.)

CAA Website

Stan Dosso led an informal discussion of the CAA website. The Board expressed their heartfelt thanks to Dave Stredulinsky, who has agreed to continue as webmaster for the time being. There was enthusiastic support for the steadily improving features, especially the implementation of database capability to facilitate abstract and paper submission for the Halifax Conference. As noted above, the option of online payment is under consideration, and Dave has contributed strongly to researching our options and creating a prototype for that initiative.

Creation of an online archive of Canadian Acoustics was discussed. Current issues of the journal are being prepared in pdf form, and the Editor has agreed to create pdf versions for all issues in the last six years. We have a volunteer – Helen Ule – who is doing trial conversion of some older issues to assess what can readily be done. The Board decided that the archive should include all issues more than 2 years old, and be freely available online. (*Moved R. Peppin, second N. Collison, carried.*)

CAA Conferences – Past, Present & Future

2005 (London): Vijay Parsa presented the final report on the London Ontario conference. Total registration was 96, and there were 70 papers, and three major special sessions: hearing aids, speech sciences, and biomedical ultrasound. Plenary speakers were Dr. Richard Seewald, and Dr. Brock Fenton. Ten exhibitors participated, and the coffee break sessions in the exhibit area seemed very successful. From a membership perspective, the conference added 4 new members and 13 student members; financially, it generated a profit of \$6109. In summary, it was a very successful meeting. The Board thanked the London team.

2006 (Halifax): Nicole Collison reported on arrangements for the meeting planned in downtown Halifax on 11-13 October. Most aspects have been announced in *Canadian Acoustics*, and the CAA website has full details. Dave Stredulinsky has implemented a database for online submission of abstracts and papers

as part of the website, and a broad range of special sessions are being organized. The Citadel Hotel seems to be just the right size for CAA – we will be using most of the hotel's meeting rooms.

2007 (Montreal): An organizing team is being assembled, with leadership from Dr. Rama Bhat of Concordia University, with the intent of hosting the conference in the Engineering and Visual Arts Building at Concordia.

Awards

Christian Giguère presented a report. Although this meeting preceded the submission deadline, there appear to be applications for all awards. Rules for specific prizes were considered:

- It has been suggested that the “full-time” requirement of the Shaw Prize might be waived. The Board confirmed the full-time rule for all awards (*Moved A. Behar, second R. Ramakrishnan, carried.*)
- The citizenship requirement is neither consistent among the prizes, nor clearly defined. The Board decided that mention of citizenship should be removed – a winner must be CAA member and at a Canadian institution. (*Moved R. Peppin, second R. Ramakrishnan, carried.*)
- The full name of the Bell prize is unsatisfactory in both official languages. It was agreed to change it to: “Speech Communication and Hearing” in English, “Communication orale et audition” in French. (*Moved C. Giguère, second R. Peppin, carried.*)

A master list of award winners is being created and will be added to the CAA website. The Board thanked Christian and his Coordinators.

Other Business

(InterNoise 2009 in Ottawa): Progress on organizing a bid for the InterNoise conference in Ottawa in collaboration with INCE-USA was presented to the Board. An organizing team (Trevor Nightingale as Chair, Brad Gover as Technical Chair, and a large supporting cast) prepared a proposal, which has received preliminary approval from the I-INCE Board, and will be presented for final approval at the upcoming

InterNoise Conference in Hawaii. It was suggested that the organizing team should revisit the issue of sharing risk and revenue with INCE-USA.

Potential partnership with ASA to host the ICA conference in 2013 was also discussed. ASA has suggested Montreal as the venue. There was support for sharing risk and profit, and the Board authorized the President to proceed with preliminary negotiations with ASA.

Adjournment

A. Behar moved to adjourn the meeting, seconded by R. Peppin, carried. Meeting adjourned at 3:46 p.m.

Action Items Arising from the Meeting:

S. Dosso: (1) With supporting team, develop list of Canadians working in acoustics who are not CAA members. (2) Preliminary negotiations with ASA for a joint bid to host ICA in 2013.

D. Quirt: Coordinate activity to develop pdf files of back issues of *Canadian Acoustics*.

D. Giusti: (1) Ballot by e-mail concerning proposed new investment, and (if approved) proceed with investment of \$40k from Capital Fund. (2) Submit changed wording for website on operational procedures for travel subsidies and VISA payments. (3) Develop new fee structure for decision at the AGM in October.

R. Ramakrishnan: (1) Cost the options for X-issue / year budget for *Canadian Acoustics* and present for decision at next Board meeting in October. (2) Encourage a reduction of the backlog in advertising invoices and payments.

C. Giguère: (1) Proceed with website changes for prize rules, to implement decisions at this meeting. (2) With supporting team, develop list of acoustics activity at Canadian universities.