

Canadian Acoustical Association

Minutes of Annual General Meeting

10 October 2002
Charlottetown, PEI

Call to Order

President John Bradley called the meeting to order at 16:00 by, with 24 voting members of the Association present. Minutes of the previous Annual General Meeting on 2 October 2001 in Alliston Ontario were approved as printed in the December 2001 issue of Canadian Acoustics. (Moved by Sharon Abel, seconded Alberto Behar, unanimous).

President's Report

John Bradley summarised the results of the executive meeting. The society is in good condition - good meetings, good journal, successful applicants for prizes. The annual meeting is still a great place for students to present papers and learn. The website is considerably improved, thanks to Dave Stredulinsky, and now includes most procedures.

Secretary's Report

David Quirt could not attend. John Bradley summarised his report: the association has 325 members at present, including full members, sustaining members, subscribers and student members. Details are in the report from Board of Directors meeting. The administrative budget includes \$1,300 for website and membership correspondence expenses. An itemized account was presented to the Board of Directors. The report was accepted (moved by Sharon Abel, seconded David Havelock carried).

Treasurer's Report

Dalila Giusti reported on the Association finances.

- We are in good shape, with \$235,000 invested in Ontario Savings Bonds, which gives \$7000 to \$8000 in annual interest to cover awards.

- The journal is the largest expense, costing about \$25,000 per year, and is also one of the major benefits of membership. Income for the journal includes funds from subscribers, sustaining subscribers, advertising, etc.
- Successful meetings generate extra funds. There has been no need to dip into fixed assets for several years.
- We budget each year's expenses and track costs and revenues; this allows us to plan.

(Alberto Behar moved and Harold Forrester seconded acceptance.)

Emeritus Membership

The board is recommending for Emeritus membership, John Foreman (our 4th president, 82 and still active) and Gene Bolstad (who has a long history with CAA, has retired many times, and is very active in the Edmonton meeting organisation). They will be our first emeritus members. This is an honour that gives them the privileges and costs of a student membership. The board intends to nominate 1-2 people to this position each year (no fixed quota).

Editor's Report

Ramani Ramakrishnan gave the Editor's report. Highlights were:

- For the first time, this issue has a full colour cover (similar cost to our standard two colour). We are considering a colour back cover ad (moving the Sustaining Subscribers to the inside cover).
- Ramani claims he never has to solicit articles. (Some members believe otherwise!)
- The possibility of 6 issues a year is being considered; Ramani will bring a cost estimate to the board in the spring. This may require limiting page numbers.
- Ramani is looking to partially renew his editorial board this year.
- A CD-ROM of the Proceedings will be available from Ramani for those who need better legibility.
- Articles will be very welcome and will generally be published within 2-3 months.

- Ramani will make sure the journal is linked to journal search engines.
- Historically about 25% of papers get rejected. This will be published so that academics realise that the articles are properly refereed.
- The aim is that everyone gets Proceedings before the meeting. To save money we will try to only bring a few for those who have not received it by the time of the meeting. We will encourage people to bring their copy with them. There may be a charge for an extra copy at the meeting.
- Karen Fraser has been soliciting ads and following up advertising invoices.

(Sharon Abel moved and Keith Wilson seconded accepting the report.)

Award Coordinator's Report

Kathy Pichora-Fuller reported that 8 awards are available.

- This year we will award the Shaw Prize, Eckel Prize, and 2 Directors' awards, plus the student paper awards.
- Faculty members should encourage their students to apply for awards. The odds of winning are very good.

She acknowledged the hard work of the awards committees. (David Havelock moved and Tony Brammer seconded acceptance of the report.)

Past/Future Meetings

The Association instructs meeting organizers to ensure the meeting provides the features desired by the members, and set the conference registration fee to approximately break even. Historically, people have come regardless of the cost. A surplus may happen, but is not the goal.

Toronto 2001: Dalila reported we made about \$14,000 from a successful meeting with lots of participants, exhibitors and papers.

Charlottetown 2002: Annabel Cohen reported many details about the meeting:

- The technical program was very well received with numerous papers.
- Dave Stredulinsky's website was used for almost all paper submissions, and all were

electronic. Ramani was very helpful and flexible in getting the proceedings together, as was Rob Drew of Annabel's lab. Most papers were in on time.

- Close to 100 people are attending. We encourage students, recognising that they are subsidised. Some faculty now send their students when they cannot attend. Summer meetings might allow more faculty to attend. (Winter meetings might allow more consultants to attend.) It was suggested that the board consider having the meeting extend on to Saturday. 7 preferred the status quo and 11 prefer including a Saturday in future meetings. Edmonton's dates are committed already, so this will have to be considered for Ottawa in 2004
- The hotel attendance was good this year and this has helped financial balance for the meeting. Costs and revenue are similar; it is unclear whether there is a surplus.
- The NRC workshop was successful, but few of the attendees stayed on.
- We had 5 of our breaks subsidized by exhibitors, who were formally thanked for their support.
- We should think about an outreach program for students at future CAA meetings. One class will attend Floyd Toole's talk at PEI.
- Dave Stredulinsky was co-chair and Annabel expressed her appreciation for his considerable assistance with the website, the technical program and many other matters. The members present expressed their appreciation to both Annabel and Dave.

Edmonton 2003: The meeting will be at the downtown Westin Hotel and the meeting will be October 15-17. Room rate will be \$117; we have 60 rooms set aside and can book more.

Ottawa 2004: The President will recruit a team to coordinate this meeting.

Opportunity in 2005: There will be an ASA meeting in 2005 in Vancouver but we will have a CAA meeting as usual in October. Bids are welcome.

CAA Website

Dave Stredulinsky reported that our website has the operations manual, subscription and membership forms, information update forms, job openings and more. It is clearly becoming the main conduit for members needing information. A complete index of Canadian Acoustics is available on the website. In September we had about 100 visitors a day from 50 different countries. A job wanted page will soon be available and the student awards page will be revised. Dave was thanked for all his hard work.

Past President's Nomination Report

Cameron Sherry nominated John Bradley as President, David Quirt as Secretary, Dalila as treasurer and Ramani as Editor. Alberto Behar and Sharon Abel moved approval. There were no other nominations, so these Directors were acclaimed. Mark Cheng, Christiane Giguère, and Alberto Behar were proposed as new Directors and Rich Peppin moved acceptance, seconded by Tim Kelsall. Approved.

Noureddine Atalla, Kathy Pichora-Fuller and Tim Kelsall were thanked for their efforts as directors for the last 5 years.

Other Business

Sharon Abel recommended that people bring their material for conference papers on floppy or CD rather than laptops. Submitters would have to tell organisers ahead of time of any other requirements. Tim Kelsall recommended presenters bring overheads as backups. Members may have to be asked to bring laptops. Edmonton will look into how this is to be implemented, and will instruct the authors accordingly.

Cameron Sherry moved and David Havelock seconded that the fees remain the same for another year. Carried unanimously.

Dalila Giusti moved and Tim Kelsall seconded that the meeting be adjourned. Carried. Meeting adjourned at 5:16 p.m.

(Notes taken by Tim Kelsall, edited by Dave Quirt based on input from Directors)