

**Canadian Acoustical Association**  
**Minutes of the Board of Directors Meeting**  
17 May 2005  
Hyatt Hotel, Vancouver, BC

Present: S. Dosso, D. Giusti, D. Quirt, C. Buma, M. Hodge, A. Behar, M. Cheng,  
C. Giguère, J. Bradley

Regrets: N. Collison, R. Ramakrishnan, V. Parsa, R. Panneton

The meeting was called to order at 7:30 p.m. Participants identified 3 issues to be added to the agenda under Other Business. Minutes of the previous Board of Directors meeting on 5 October 2004 were approved as published in *Canadian Acoustics* (December 2004). (*Approval moved by A. Behar, seconded by C. Buma, carried*).

### **President's Report**

Stan Dosso commented that from his review of current activities, CAA seems to be running well, with gradually increasing membership, strong finances, a series of successful conferences, increased submissions to our journal, and a well-subscribed awards program. He reported briefly on the joint CAA/ASA meeting in Vancouver, which provided the venue for this meeting of the Board. He also confirmed the plan to hold the next spring meeting of the CAA Board by teleconference.

### **Secretary's Report**

David Quirt reported on membership and operation of the Association. Last year's report noted that the paid membership had risen slightly to 335 in mid-May. The numbers have risen further this year to 376. The increase in membership seems to be due to addition of new members at the Ottawa conference, and a steady trickle of new Student Members, boosted by the Vancouver ASA/CAA meeting. Although we still have ~10% non-renewals, most of these members tend to return a year or two later. To promote renewals, stamped return envelopes were included with Canadian invoices, and e-mail reminders were sent in March to members who had not responded to the December invoice. Basically, the membership situation seems quite healthy.

Other administrative issues:

- Payments by VISA have increased to about 40% of the memberships; this is probably contributing to the better renewal rate, but generates some processing problems.
- Circulation of INCE quarterly news magazine *Noise News International* to the Canadian Members and Sustaining Subscribers began as an option in 2004, and continues. Forty-two members have requested the magazine, and the \$5 fee covers most of the mailing cost. Unfortunately, bulk transfer from the printer is sometimes late.
- Secretarial operating costs for the first nine months of FY04/05 were \$722, for maintaining the address database and mailing expenses such as the annual membership renewal process. The secretarial account balance should cover all expected costs to the end of the fiscal year (31 August).

*(Acceptance moved by D. Giusti, seconded J. Bradley, carried)*

## **Treasurer's Report**

Dalila Giusti provided an itemized report of the Association's finances, including a summary for the last four years. The report shows a solid financial position. As of 17 May, total assets are \$265,824, most of which is invested to fund our awards. Due to low interest rates, continuing management of new expenses is needed, to ensure sufficient funds are available for prizes. In 2004/05, \$7700 was distributed for awards, because all the major prizes were awarded.

In the last 4 years, revenues have consistently exceeded operating costs and the same is projected for this fiscal year. Conferences have achieved a financial surplus each year (see further comments under conferences) and the margin last year was significant. Other revenues have also been strong, though there have been some delays in collecting advertising and publication charges. The VISA merchant's account is being used more each year for annual membership dues; despite occasional problems with processing VISA payments, the Board recommended that this approach be continued.

Board members expressed their satisfaction with the way our financial affairs are being handled, and with the clear reporting of our financial trends.

*(Acceptance moved by A. Behar, seconded M. Cheng, carried)*

## **Editor's Report on *Canadian Acoustics***

Ramani Ramakrishnan submitted a brief written report on issues related to publication of *Canadian Acoustics*. The increased rate of paper submissions seems sufficient to support larger issues or a move to 6 issues per year. No specific date has been set for a change, but the Board reconfirmed that the Editor may shift to bi-monthly production at his discretion.

The Board discussed the idea of dedicating one issue of *Canadian Acoustics* each year to French articles. However, it was felt that the present practice of inter-mingling French and English articles throughout the year better supported the bilingual nature of the journal, and would avoid consequent publication delays and possible negative reader and advertiser responses. The idea of occasionally concentrating on acoustics concerns in Quebec was encouraged (like other topic-focused issues). However, it was decided not to adopt an annual French-only issue, but to continue to encourage French articles throughout the year.

## **Past and Future Conferences**

2004 Conference in Ottawa: John Bradley reported that the Ottawa conference was a great success, with full technical sessions, excellent plenary presentations, a strong exhibition, and superior catering for lunches and the banquet. It also was very financially successful, with a surplus of \$15,000. There was some discussion of policy for "invited papers" – most preferred to view them as "encouraged papers" with no implication of special recognition in the program or explicit financial differentiation – but no formal decision was made, to maintain operational flexibility for future meetings. John submitted a detailed final report, with many suggestions for future convenors. The Board congratulated the Ottawa team, and thanked them for their outstanding effort.

2005 Conference in London: Good progress was reported on arrangements for the London conference, which Meg Cheesman will convene, with Vijay Parsa as technical chair. The Lamplighter Inn and Conference Centre has been confirmed as the venue, and all sessions, meals, and the banquet will be there. Preparations are advancing steadily for the exhibition,

organized sessions, and interesting tours. See the meeting notice on the website and published in this issue (June 2005) of *Canadian Acoustics*.

2006 Conference: A proposal to host the conference in Halifax was received. The organizing committee includes Nicole Collison (Chair), Francine Desharnais (Technical Chair), David Chapman (Treasurer), Joe Hood (Exhibits), Jim Milne (Logistics) and Dave Stredulinsky (Website). The program will cover all aspects of acoustics, with significant emphasis on underwater sound. The expected site is a downtown hotel in Halifax.

2007 Conference: Possible sites (such as Montreal/Quebec) were discussed. Stan Dosso will investigate and encourage local interest.

## **Awards**

Christian Giguère submitted a report for the Awards Committee. Two or more applicants have applied for most prizes, evaluation committees are proceeding, and winners will be announced in October. Two specific changes were discussed:

- Further updates of award rules and pages on the website are proposed, to clarify the different conditions on the two kinds of student awards (Travel Subsidy and Presentation Awards). Christian will post revised material on the website as soon as possible.
- The Board decided to increase the value of the Hétu book prize, to cover the purchase of an excellent text on acoustics (chosen by the recipient) up to \$150.

*(C. Buma moved acceptance of awards changes, A. Behar seconded, carried.)*

## **CAA Website**

Dave Stredulinsky has agreed to continue as our Webmaster. He submitted a report on recent progress in the CAA website ([caa-aca.ca](http://caa-aca.ca)), which identified two major areas of activity or concern:

- The job-posting pages have been quite active. There have been a broad range of jobs, including some related to the recording industry and recording engineers. The Board agreed that the Webmaster should use his own judgment to limit the scope, and commended his efforts to date.
- The online index for Canadian Acoustics needs updating. This could be handled using electronic copies of index pages from the journal, but Dave would like a volunteer to deal with ongoing maintenance of the Access database from which these pages are generated.

The increasing reliance on the website places a duty on all Board members to keep their parts of the information current, by sending updates to the webmaster. Overall, Board members agreed that the website remains the most accessible and complete repository for information about CAA, and there was enthusiastic support for the steady efforts to improve the site.

## **Other Business**

Three items were discussed:

1. Ballot on draft report of Technical Study Group 5 of the International Institute of Noise Control Engineering: This ballot and a link to the full report on the website of I-INCE.org were circulated to the Board in early April. Extended discussion established that

(a) several members had technical objections to specific parts of the report, (b) some members are uncomfortable with adopting an advocacy position (*Note that a Board discussion of a policy on advocacy roles has been pending for some time*), and (c) in the opinion of the Board, the CAA does not have a mechanism to establish a corporate position on such a document. There was consensus that such a ballot should be based on systematic consultation with the membership-at-large, and requires formulation of a detailed response, which would have required much earlier notice; hence, the Secretary was instructed to submit a vote of "Abstain".

Notwithstanding this decision, the Board agreed the report seems to be a useful source of information, and requested the Secretary to create a brief item for *Canadian Acoustics* and the website, to draw members' attention to these TG reports.

2. Appointment of CAA representative to the August meeting of I-INCE General Assembly in Rio de Janeiro: As the only Board member planning to participate in the Inter-noise 2005 Conference, Dave Quirt was designated as CAA representative.
3. Revision of Canada Corporations Act: The Secretary received notice of Bill C-21, an act concerning replacement of parts of the Canada Corporations Act that deal with federal not-for-profit corporations such as CAA. The web site [www.corporationscanada.ic.gc.ca](http://www.corporationscanada.ic.gc.ca) has information on the proposed changes. The revisions seem to affect operating rules, accountability, and liability of Directors, among other things. It was agreed that the Treasurer should obtain the opinion of our Auditor, to clarify practical implications for CAA operations.

### **Adjournment**

A. Behar moved to adjourn the meeting, seconded by C. Giguère, carried. Meeting adjourned at 10:25 p.m.

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

S. Dosso: In collaboration with Past President (J. Bradley), identify candidates for expected vacancies in Executive and other Directors. For meetings, confirm that a teleconference satisfies the bylaws as format for Board meeting in May 2006, and seek convener for 2007 conference. Seek volunteer to maintain the online index for *Canadian Acoustics*.

D. Giusti: Collaborate with London conference committee to establish process for payments by VISA and other financial details. Obtain the opinion of our Auditor (or other suitable consultant) on implications for CAA operations arising from proposed revision of the Canada Corporations Act.

D. Quirt: Provide financial and membership data for auditor at end of August. Attend meeting of I-INCE General Assembly in August and report on it to the Board in October. Submit CAA response to ballot on report of I-INCE Technical Study Group 5.

Each Member: Review CAA website contents within agreed areas of responsibility, and send updates to Webmaster periodically.