

**Canadian Acoustical Association
Minutes of the Board of Directors Meeting
27 October 1998**

Present: J. Bradley, D. Quirt, R. Ramakrishnan, J. Hemingway, D. Giusti, D. Jamieson, A. Cohen

Regrets: L. Cheng, D. DeGagne, S. Dosso, J. Nicolas, W. Sydenborgh

Meeting called to order at 7:35 p.m.

Minutes of the last Board of Director's meeting approved as written. (Moved by D. Quirt, seconded by D. Giusti, carried).

President's Report

J. Bradley acted as interim editor for the September issue of the journal. Ramani Ramakrishnan will take over as the permanent editor beginning with the December 1998 issue. J. Bradley created an Operations Manual that combined several CAA documents. This would be discussed as a separate item later in the meeting.

Secretary's Report

The number of paid members, 339, remained constant relative to last year at this time, although the break-down by category changed somewhat. The number of student members was up by 12 over while the number of professional members was down. The membership is still down by about 10% relative to FY96/97. Final meeting report, accounting and cheque were received from the Windsor 97 conference. Secretarial operating costs for the period October 97 to October 98 were \$857.04, comparable to the same period last year. The Secretary's report was accepted. (Moved R. Ramakrishnan, seconded by D. Quirt, carried).

Treasurer's Report

The finances are stable with revenues (from membership fees, journal advertising, and conferences) exceeding expenses by approximately \$13k. This had lead to a very large operating fund; minimum balance in 1998 was over \$39k. Low interest rates have reduced the yield from the Capital fund to under \$7k which would have been inadequate to support all the prizes. Due to some prizes having no applicants, a little over \$4k was spent on prizes this year. The Treasurer recommended transferring \$20k from the operations account to the capital account where it can earn more interest. (Moved by D. Giusti and seconded by R. Ramakrishnan, carried). The Treasurer's report was accepted. (Moved by A. Cohen, seconded by D. Quirt, carried).

Membership Chair Report

The CAA web page is continues to provide a source of information about the organization and the annual conference. Maintenance and updates are on going. Various ideas for attracting and retaining new members were discussed at some length. Ideas included making presentations at universities targeted at students, and for existing members to encourage new people. It was agreed that each member must take an active role in promoting the organization.

Editor's Report

R. Ramakrishnan reported that he has begun soliciting papers for future issues of the journal and has received numerous commitments. It is hoped that the scope of the journal can be broadened to include more than just research papers, thereby increasing the appeal. The effectiveness of the editorial board was discussed and it seemed that there was room for improvement.

Awards Coordinator

There were no applicants for the Eckel, Fesenden or the Shaw postdoctoral prize. The Bell Prize would be awarded to M. Begatto. A book prize in memory of Raymond Hetu will be added to the list of CAA prizes. The Board accepted the recommendations of M. Hodgson and his committee on how the prize should be administered with the exception of one point. It was suggested that each person named as an author on the winning report receive a book. (Moved by D. Giusti seconded by A. Cohen, carried). The Director's award in the student category will be awarded to Jeff Jones. In the category of professional over thirty there was a tie. The award and prize money will be shared by S. Able and M. Cheesman. There were no candidates in the category of professional under thirty. It was suggested that the Director's Award (student category) and the Student Presentation Awards be made open to both graduate and undergraduate students. (Moved by D. Quirt, seconded by Don Jamieson, carried). D. Giusti agreed to take over as Director's award coordinator for D. Quirt whose term as director has ended.

Nomination Committee

The nomination committee prepared a slate of candidates to replace retiring directors; D. Quirt, and S. Dosso. With regret, the resignation of Jean Nicolas was accepted. He felt that his increased responsibilities at U. Sherbrooke have kept him from devoting time as a BoD member. The Executive agreed to stand for reelection. The slate would be tabled at the Annual General Meeting for a vote by the membership.

CAA Conference Meetings

Windsor 1997: Final report issued and a \$2000 profit realized after all expenses.

London 1998: Conference Chair, Don Jamieson, thanked the organizing committee for their efforts. Early numbers indicated about 90 persons would attend. 11 exhibit tables were sold to eight companies.

Victoria 1999: Written report of S. Dosso was read to the board. It appears that the Victoria conference is proceeding well with the hotel selected and the conference dates set for October 18 and 19.

Sherbrooke 2000: Nouredine Atalla agreed to chair the conference.

There was considerable discussion regarding conference announcements and schedules. D. Jamieson and A. Cohen agreed to provide a list of acoustics publications to which the Secretary can send CAA Conference announcements. Announcements in Canadian Acoustics should be automatic. It was also suggested that when a written summary paper is not available for publication in the September issue the 200-word abstract will be published.

CAA Operations Manual

The manual provides a listing of milestones, the by-laws, a brief description of the duties of the officers, organizational time lines for the annual CAA conference, recommendations compiled from past CAA conference chair reports, a listing of the CAA prizes and applications forms.

The manual evoked considerable discussion. Comments centered around the lack of a CAA mission statement, the number of directors required to achieve quorum, and the poor attendance of many of the Directors. It was suggested that each person review the document and make suggestions and forward them to J. Bradley well before the next board meeting.

Meeting adjourned at 11:05 p.m. (moved by J. Hemingway and seconded by R. Ramakrishnan, carried).