

**Canadian Acoustical Association**  
**Minutes of the Board of Directors Meeting**  
**17 October 1999**  
Laurel Point Inn  
Victoria, BC

Present: J. Bradley, T. Nightingale, D. DeGagne, D. Giusti, R. Ramakrishnan, D. Jamieson, K. Pichora-Fuller, S. Dosso, D. Whicker, T. Kelsall

Regrets: J. Hemingway, A. Cohen, N. Atalla, W. Sydenborgh.

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

Minutes of the 05 June Board of Director's meeting were approved as written in the June 1999 issue of Canadian Acoustics. (Moved by D. Giusti, seconded by S. Dosso, carried).

**President's Report**

J. Bradley made available copies of the recently revised Operations Manual that contains the by-laws of the corporation, and describes the positions and responsibilities of Board and Executive. The issue of quorum at board meetings was discussed and was differed until later in the meeting. (Currently, five of the eight directors must be in attendance to achieve quorum: the Executive may voice opinions but can not vote). (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 up slightly over the same time last year. The total paid membership (including non-voting journal subscriptions) is 346 as of 14 October 1999. The same time one year earlier the number was 341. Two years earlier it was 346. The membership is holding reasonably constant. There was considerable discussion regarding the potential benefit(s) of CAA obtaining a Visa and/or MasterCard vendor's account so that CAA can accept membership dues and conference registration fees using credit cards. D. Whicker moved that, "the new treasurer investigate the costs associated with obtaining a vendor's account and report to the Board at the spring meeting." The motion was seconded by D. DeGagne and carried. Secretarial operating costs were higher this year than last due to a one-time cost associated with integrating the student awards mailing list with the membership database. This integration will make announcements of student awards and travel subsidies much easier. Operational costs for the fiscal year (01 August 1998 to 01 August 1999) were \$1070. (Acceptance of the Secretary's report was moved by R. Ramakrishnan, seconded by D. Jamieson, carried).

**Treasurer's Report**

The Treasurer provided a written report, which included a copy of the auditor's report. Both the Treasurer's and the Auditor's reports indicate that the finances of the CAA have stabilized since the membership fee increase in 1996. The sum of \$20,000 was transferred from the operating account to the capital account (as per the instruction made by the board at the June meeting). The Treasurer indicated his intention to resign at the Annual General Meeting. Board members expressed their thanks to John for his work as Treasurer. The board requested that the new Treasurer, upon accepting office,

prepare a business plan for the next fiscal year. (Acceptance of the Treasurer's report was moved by R. Ramakrishnan, seconded by D. Giusti, carried).

### **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/](http://WWW://uwo.ca/hhcru/caa/)) continued throughout the year. There was much discussion as how the organization could best attract and retain new members. Ideas included regional chapter meetings, contacting non-traditional areas such as planners, and regulators. J. Bradley informed the board that he was in the process of writing a letter to members of the Acoustical Society of America who lived in Canada but were not CAA members. This represents over 150 persons.

### **Editor's Report and New Initiative on Canadian Acoustics**

R. Ramakrishnan reported that the new publishing software can be awkward when importing windows metafiles or files containing a table. This affected some of the summary papers appearing in the September journal. It was also reported that due to a mistake at the printers a small number of journals were printed without pages 60 and 61. Unfortunately, there are no extra copies from the printing to replace the incomplete issues. R. Ramakrishnan reported that the subcommittee to enhance the journal had several ideas. These included publishing Ph.D. abstracts, overviews of acoustics groups/departments in Canada, publishing table of contents of each issue on the website, biographies of persons receiving awards and of persons that have made a very significant contribution to the Association. T. Kelsall agreed to collect biographies. It was also suggested that the recipient of the Shaw Prize publish their annual progress report in the journal. (Acceptance of the Treasurer's report was moved by T. Kelsall, seconded by K. Pichora-Fuller, carried).

### **Past and Future Conferences**

1998 London: D. Jamieson reported that the conference books have been closed and that there was nothing new to report beyond what had already been reported in June, namely that 83 persons registered for the London conference and that after all expenses a surplus of \$735 was realized. The Board thanked D. Jamieson and M. Cheeseman for making the London Conference a success.

1999 Victoria: S. Dosso reported that things had gone very smoothly due in part to the help of Susan Dunlop of the University of Victoria. It was reported that there should be sufficient persons registered to ensure a small surplus. The board thanked the organizing committee for their work. (Acceptance of the Convener's report was moved by D. DeGagne, seconded by R. Ramakrishnan, carried).

2000 Sherbrooke: N. Atalla provided a written report which indicated that organization for next year's conference is well underway.

2001 Toronto: D. Giusti agreed to chair the conference.

2002: There was some discussion of possible locations and it was thought that an East Coast venue might be desirable. Volunteers are welcome.

### **Award Coordinator's Report**

A. Cohen provided a written report summarizing the Awards activities this year. The following is a summary by prize:

Edgar and Millicent Shaw Postdoctoral Prize in Acoustics: The prize was awarded to Jingnan Guo. S. Abel is the prize coordinator.

Alexander Graham Bell Graduate Student Prize in Speech Communication and Behavioural Acoustics: The prize was awarded to Hodgetts. D. Jamieson is the prize coordinator.

Fessendon Student Prize in Underwater Acoustics: The prize was awarded to Nicole Ellen Collison. D. Chapman is the prize coordinator.

Eckel Student Prize in Noise Control: The prize was awarded to Pierre Germain. M. Hodgson is the prize co-ordinator.

CAA Canada-Wide Science Fair Award (Youth Science Foundation): Alan Kaufman and Kodie Taber (Edmonton): Project Title Aqua-link. A. Cohen is the prize co-ordinator.

Raymond Hetu Memorial Undergraduate Award: Book prize: Advertisement of this new prize was not undertaken this year. The committee will develop a description of the competition for inclusion in the brochure next year. The final wording of the description can be brought to the Board of Directors at the spring meeting.

Directors' Awards: For best papers in *Canadian Acoustics*. D. Giusti is the prize co-ordinator.

Best student paper: Rebecca Reich (with John Bradley)

Best paper by a professional over 30: Sid-Ali Meslioui

Both the Award Co-ordinator and the Board thanked S. Dosso and the local organising committee for taking the initiative to have certificates printed for each of the prizes. The certificates will be awarded to the prize recipient at the banquet of the Victoria Conference. It was recommended that certificates be awarded in the future. The Board thanked all the co-ordinators for their work administrating the prizes especially A. Cohen who steps-down this year as Award Coordinator. K. Pichora-Fuller agreed to assume the role.

## **New Initiatives**

### **a). Possible by-law changes**

J. Bradley discussed the need to change the by-laws to make it easier for quorum to be obtained at Board meetings. Five, or more, of the eight board of directors must be present at a meeting if motions are to be voted upon. The Executive can not vote. The existing by-laws were discussed at great length and resulted in the acceptance that the issue was too complex to be resolved at one meeting. The issue was deferred to a sub-committee consisting of J. Bradley, D. Whicker, T. Nightingale and C. Sherry who were charged with the responsibility of creating a proposal for change and tabling it at the spring board meeting.

### **b). Outreach and the CAA Website**

T. Nightingale reported that a list of persons who cancelled their membership in the last three years was circulated to the Board. Attempts to contact several of these persons but nearly 80% had moved and failed to inform CAA of their new address, phone number and e-mail, etc. The Board requested that a list of cancelled members be circulated each year. There was considerable discussion regarding the website and how to make it more accessible. One possible method would be to register "Canadian Acoustical Association" as a domain name. This should increase the number of 'hits' at our site. T. Nightingale volunteered to investigate the procedure and cost in registering a domain name. Ideas for improving the appeal included listing Canadian universities

having courses and offering degrees in acoustics, listing the abstracts of papers appearing in Canadian Acoustics, providing summaries and application notes for CSA standards, etc. The board felt that we must assess the cost and difficulty associated with expanding the scope of our site. D. Whicker agreed to approach a person who had created and maintains several web sites to obtain this information. Both T. Nightingale and D. Whicker agreed to report their findings at the spring board meeting.

### **Other Business**

W. Sydenborgh announced his intention to resign as a member of the board. The Board thanked him for his service.

D. DeGagne reported on efforts of the newly formed Alberta Acoustical Society to promote acoustics awareness in Alberta. It was stressed that the AAS did not wish to compete with the CAA, but rather wished to support the CAA. This would, in part, be accomplished by requiring that AAS members also be members of the CAA. Currently, the AAS has 45 members and sponsors an annual conference.

### **Adjournment**

D. Giusti moved to adjourn the meeting, seconded by D. DeGagne, carried. Meeting adjourned at 5:10 p.m.

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

J. Bradley

- In consultation with the sub-committee, create a proposal for changing the by-laws along with a draft revision that will be circulated to Board of Directors and Executive before the spring Board meeting.

T. Nightingale

- Investigate the cost of obtaining a domain name for the CAA.

D. Whicker

- Investigate the cost and effort associated with expanding the CAA website by approaching a known expert.

Treasurer (to be elected at the AGM)

- Prepare a business plan for FY99/00 for the spring Board meeting.
- Investigate the cost to CAA in obtaining a VISA or MasterCard vendor's account and report at the spring Board meeting.