Canadian Acoustical Association
Minutes of the Board of Directors Meeting
27 September 2000

Sherbrooke, Quebec

Present: J. Bradley, T. Nightingale, D. Giusti, N. Atalla, M. Cheesman, K. Fraser, T. Kelsall, K. Pichora-Fuller, R. Ramakrishnan, D. Stredulinsky.

Regrets: D. DeGagne, D. Jamieson, J. Hemingway, D. Whicker

Meeting called to order at 6:30 p.m.

Minutes of the 13 May Board of Directors' meeting were approved as written in the June 2000 issue of Canadian Acoustics. (Moved by R. Ramakrishnan, seconded by K. Fraser, carried).

President's Report
J. Bradley reported that revisions to the by-laws have been completed and will be presented at the AGM (29 September 2000) for a vote. The Operations Manual is continuing to be updated to help identify recurring voting items such as setting membership fees at the AGM, allocating funds for the student travel subsidy, etc.

(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 reasonably constant when compared to the last three years. The total paid membership (including non-voting journal subscriptions) is 343 as of 20 September 2000. Approximately, the same time one year earlier the number was 346. Two years earlier it was 341.

In response to the request of the Board, the Secretary modified the draft description of the membership category "Member Emeritus" that had been forwarded at the last Board meeting. A "member emeritus" would receive the Journal at a reduced cost, namely that currently enjoyed by Student Members. After considerable discussion the following was presented as a motion by R. Ramakrishnan:

"If the member has been an active and longtime member who has retired from full time employment by reason of age or infirmity then, the member should qualify, at the discretion of the Board, to be an Emeritus Member paying the same fees and enjoying the same rights as a student member. Such a membership will be described as Member Emeritus."

The motion was seconded by T. Kelsall, carried and will be brought before the membership at the AGM for their consideration and vote.

The Secretary reported that it may be some time before the CAA receives the $10,000 donation by the Signal Processing Institute Fund (SPIF) to support the travel of students to conferences that have significant material on signal processing and underwater acoustics. The Board decided to form a Committee in advance of the receipt of the

funds to recommend how it should be administered and disbursed. The Committee will be chaired by D. Stredulinsky and will present the Board with a draft at the May 2001 meeting.

The Secretary presented a balance sheet indicating operating costs for secretarial activities in FY 99/00. They were $1480 which is approximately $300 higher than an average year, and is due to the cost incurred as a result of mailing a notice of by-law change to the voting membership. There is approximately $340 in the secretarial account.

N. Atalla moved that the Secretary be issued a cheque for $400 to cover regular maintenance of the databases until the Board next meets in May 2001. The motion seconded by D. Stredulinsky, carried.

(Acceptance of the Secretary's report was moved by R. Ramakrishnan, seconded by D. Stredulinsky, carried).

Treasurer's Report
The Treasurer tabled the report of the Auditor, Paul A. Busch. (A summary table from the report is provided at the end of these minutes). The report indicates that the Association's finances are solid with revenues exceeding operating costs. This was due partly to the significant surplus generated by recent conferences and the fact that several prizes had not been awarded (i.e., no applicants).

The Treasurer has made application for a VISA merchant account for the Association. This should make payment of dues and conference registrations much easier.

The Treasurer prepared a detailed budget for FY 00/01 (identifying all significant expenditures e.g., journal printing, prizes, I-INCE membership, website, secretarial operating costs, etc.). The planned budget which forecasts a small surplus of about $3,300 was approved by the Board subject to the inclusion of some relatively minor expenses such as membership in the ICA and the fees for the VISA account. The Board agreed with the Treasurer's intent to purchase accounting software (Mind Your Own Business ~ $300) to help improve efficiency.

(Acceptance of the Secretary's report was moved by M. Cheesman, seconded by R. Ramakrishnan, carried).

Membership Chair's Report
No formal report was given.

Editor's Report
R. Ramakrishnan reported that he has been successful at attracting research papers and technical articles. Currently, there is a slight backlog so the possibility of increasing the frequency of Canadian Acoustics (CA) from quarterly to six times a year is a possibility. There was considerable discussion regarding the possible affect on finances and advertising revenues. The Treasurer was requested to investigate this and contact Chris Hugh who kindly looks after the advertising in CA. A short report at the next meeting in May was requested.

(Acceptance of the Editor's report was moved by M. Cheesman, seconded by K. Pichora-Fuller, carried).

Past and Future Conferences

1999 Victoria: S. Dosso, Conference Chair, had previously presented a very detailed final report.

2000 Sherbrooke: N. Atalla reported that the conference should have in excess of 150 registrants and that the Organizing Committee expects to have a small surplus. It was requested that extra copies of the Proceedings Issue (September CA) be printed so that all conference registrants could be given a copy. This was considered to be a good idea and it was suggested that between 100 and 150 additional copies could be printed (with an additional cost of about $350).

2001 Toronto: D. Giusti, reported on the various possibilities for the Toronto conference. After considerable discussion a consensus was reached and the conference will be held on October 1st - 3rd at the Nottawassaga Resort north of Toronto.

2002 Charlottetown: A. Cohen has agreed to organize the conference this year.

Award Coordinator's Report

K. Pichora-Fuller provided a report summarizing the Awards activities this year. The following is a summary by prize:

Edgar and Millicent Shaw Postdoctoral Prize in Acoustics: No applications have been received. S. Abel after several years of serving as the prize coordinator will be stepping down. The Board thanked Sharon for her efforts.

Alexander Graham Bell Graduate Student Prize in Speech Communication and Behavioural Acoustics: One or more applications have been received. D. Jamieson is the prize coordinator.

Fessendon Student Prize in Underwater Acoustics: One or more applications have been received. D. Chapman is the prize coordinator.

Eckel Student Prize in Noise Control: One or more applications have been received. M. Hodgson is the prize coordinator.

CAA Canada-Wide Science Fair Award (Youth Science Foundation): M. Cheesman judged this since the fair was held in London. A. Cohen is the prize co-ordinator.

Raymond Hetu Memorial Undergraduate Award: Book prize: Approximately $2200 dollars has been donated by the membership to honour the memory of Dr. Hetu. C through the issuance of a $100-$200 book prize. C. Laroche has agreed to act as prize cordination.

Directors' Awards: For best papers in *Canadian Acoustics (December through September issues)*. K. Pichor-Fuller is the prize co-ordinator.

(Acceptance of the Award Coordinator's report was moved by R. Ramakrishnan, seconded by M. Cheesman, carried).

By-Law Changes
As noted in President's report the by-laws have been revised make it easier to obtain quorum at Board meetings. In the revised by-laws three members of the Executive, the President, Treasurer, and Executive Secretary, will also be members of the Board and can therefore exercise a vote. In the revisions, a provision was made to allow for student memberships at a reduced rate. The revised by-laws will be brought before the membership at the next Annual General Meeting for their consideration and vote.

CAA Website
D. Whicker provided a report that was given by the Secretary. The board has chosen "CAA-ACA.CA" as the preferred domain name, but efforts to get this registered have stalled. T. Nightingale will help with filing the application. Previously, D. Whicker and B. MacKinnon had very kindly offered to design and build the website. The Board thanked Doug and Barry and agreed to recognize their efforts by placing a credit on the website. The Board asked that they begin designing the site and, if it is completed before the domain name is secured than the material could be mounted at our existing site, which is hosted by the University of Western Ontario.

Other Business
There was some discussion regarding the recent formation of the Alberta Acoustical Association and how this will affect the CAA.

Adjournment
K. Pichora-Fuller moved to adjourn the meeting, seconded by M. Cheesman, carried. Meeting adjourned at 9:35 p.m.

Special Action Items Arising from the Meeting

T. Nightingale
- Complete and file application for "CAA-ACA.CA" domain name

D. Whicker
- Find a suitable service provider and, in conjunction with B. MacKinnon, design and build the English version of the CAA website.

D. Giusti
- Revise the business plan for FY 00/01 in time for the spring Board meeting.

STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCES
FOR THE YEAR ENDED AUGUST 31, 2000

	2000			1999
	Operating Fund	Capital Fund	Total	
REVENUES				
Annual conference	$ 15,719	$ -	$ 15,719	$ 7,050
Memberships	12,781	-	12,781	11,450
Advertisements and reprints	9,851	-	9,851	5,646
Sustaining subscriptions	4,500	-	4,500	6,200
Interest earned	277	7,803	8,080	7,584
	43,128	7,803	50,930	37,930
EXPENSES				
Annual conference	11,854	-	11,854	7,471
Journal printing & reprints	15,152	-	15,152	12,705
General expense	1,267	-	1,267	808
Meeting expense	2,997	-	2,997	854
Audit fee	1,656	-	1,656	1,657
Memberships	570	-	570	900
Directors' awards & prizes	-	7,850	7,850	4,100
Bank charges	8	10	18	109
	33,505	7,860	41,365	28,604
EXCESS (SHORTFALL) OF REVENUES OVER EXPENSES FOR THE YEAR	9,623	(57)	9,566	9,326
FUND BALANCES, beginning of year	40,629	147,583	188,212	178,886
FUND BALANCES, end of year	$ 50,252	$ 147,526	$ 197,778	$ 188,212

The accompanying notes are an integral part of these financial statements.

Paul A. Busch
Chartered Accountant