Canadian Acoustical Association
Minutes of the Board of Directors Meeting
16 June 2001

Toronto, Ontario

Present: J. Bradley, D. Giusti, T. Nightingale, K. Fraser, T. Kelsall, K. Fuller, R. Ramakrishnan, D. Stredulinsky

Regrets: N. Atalla, M. Cheesman, D. DeGagne, J. Hemingway, D. Jamieson, D. Whicker.

Meeting called to order at 10:06 a.m.

Minutes of the 28 September Board of Director's meeting were approved as written in the December 2000 issue of Canadian Acoustics. (Moved by R. Ramakrishnan, seconded by D. Giusti, carried).

President's Report
J. Bradley reported that, effective October 2000, Industry Canada approved the bylaw changes. The possibility of CAA involvement in the planning and organization of INTERNOISE 2002 to be held in Dearborn Michigan was discussed. No direct involvement by CAA was anticipated, although members may be asked to organize special sessions.

Secretary's Report
T. Nightingale was very pleased to report that in FY00/01 there was a 13% increase in membership (including non-voting journal subscriptions) which can be primarily attributed to the new members gained at the Sherbrooke Conference. As of June the total paid membership stands at 391with 80% being located in Canada, 10% in the USA, and 10% overseas.

The Secretary reported that the domain name "CAA-ACA.CA" was purchased and registered. Note: It must be renewed every twelve months. The new domain name has been linked (via a redirect) to the existing CAA web site hosted by UWO. (The cost for registration and the redirection was approximately $110.00) It was reported that the next steps in CAA having an independent web site is for the web mater(s) to design and create the web pages. Once complete, CAA can upgrade to a web-hosting package, which would have an annual cost of about $400 to $700 per year depending on the size of the site.

The Secretarial operating costs for the first ten months of FY00/01 were $995 which included the cost associated with domain name registration. There is $335 dollars in the Secretarial account. The Secretary moved that, "A cheque be issued for $300 to cover regular maintenance of the databases until the next Board meets next in October 2001." The motion was seconded by D. Giusti, carried.

The Secretary announced that he would not be seeking re-election at the October 2001 AGM.

(Acceptance of the Secretary's report was moved by D. Stredulinsky, seconded by T. Kelsall, carried).

Treasurer's Report

The Treasurer provided an itemized report of the Association's finances for the last three years. The report indicated a solid financial position. In all three fiscal years, revenues have exceeded operating costs. It was reported that the recent drop in interest rates has significantly reduced the rate of return for the investments, primarily bonds and GIC's. However, this was more than offset by the surplus from the 2000 Conference and the SPIF donation.

After discussion of the desired distribution of funds between the operating and capital accounts, D. Giusti moved that, "Twenty-five thousand dollars be transferred from the Operating Account to the Capital Account." The motion was seconded by Tim Kelsall. The Board also directed the Treasurer to continue to invest in fully guaranteed financial products that render a higher rate of return.

The Treasurer reported that a VISA merchant's account has been established and that the CAA should be able to accept payment by VISA for registration at the 2002 conference and for 2002 annual membership dues.

(Acceptance of the Treasurer's report was moved by R. Ramakrishnan, seconded by T. Kelsall, carried).

Editor's Report

R. Ramakrishnan reported on the possibility of publishing six issues of the Journal each year. Currently there is sufficient material (papers, articles, review, laboratory highlights, etc.) to warrant this. However, there was considerable discussion regarding the increased printing and mailing costs and if these costs could be covered by the existing budget and advertising. The editor was asked to prepare a detailed business plan indicating the anticipated cost, advertising revenues, and a target date. This would be presented at the next Board meeting and to the membership at the AGM in October for their consideration and discussion.

D. Giusti volunteered to investigate the possibility of a person to solicit advertising in Canadian Acoustics.

(Acceptance of the Editor's report was moved by T. Kelsall, seconded by D. Giusti, carried).

Past and Future Conferences

2000 Sherbrooke: The final report indicated there were 148 registrants (the most for any CAA conference to date) and a surplus of approximately $13k was realized. D. Guisti moved that, "The conference organizers, Noureddine Atalla and Alain Berry, be congratulated as the conference was both technically and financially very successful." Seconded by T. Kelsall, carried).

2001 Toronto: D. Giusti, reported that the conference will be held 01 –03 October at the Nottawasaga Inn, in Alliston North of Toronto. Conference chairs and session organizers have been very busy soliciting papers.

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

2003 Western Canada: Calgary or Edmonton were mentioned as possible locations.

Membership Chair's Report
D. Jamieson has announced his intent to resign as Membership Chairman. The Board accepted the resignation and thanked Don for his hard work over the years.

CAA Website
There was a review of recent progress, and the steps necessary, to create a site that is independently hosted. (See Secretary's report.) D. Stredulinsky volunteered to design the website drawing upon existing resources such as D. Whicker, J. Fielder, etc.

Award Coordinator's Report
K. Fuller reported that each prize has at least one applicant. There was general agreement that the awards brochure should be updated and the format changed to a one-page announcement since details and application forms are now available at the website. The Secretary was asked to provide an electronic copy of the membership database to Award Coordinator.

There was general discussion of the draft of the Underwater Acoustics Travel Subsidy. (This is a new award resulting from the $10,500 gift from NATO's Signal Processing Institute Fund received earlier this year.) A few issues needed to be clarified and/or resolved. These included a mechanism for adjudication, requirement to submit a conference report for publication the Journal, etc.

These discussions caused the Board to review the existing student travel subsidy whereby it was realized that existing wording prevents CAA student members studying outside of Canada from applying. This was felt to be too restrictive and K. Fuller moved, "The first eligibility requirement be changed to read, 'Full-time student, with priority being given to Canadian students.'" Seconded by K. Fraser, Carried.

K. Fuller reported that the Committee formed to draft the terms and conditions of the Raymond Hetu Undergraduate Book Prize has not reached consensus. After considerable discussion, K Fuller moved, "Subject to the approval of the Committee, one of the three student presentation awards would be given the name 'Ramynod Hetu Student Presentation Award for the best presentation at the annual CAA conference'. The sum would be $500." The motion was seconded by T. Kelsall, carried. K. Fuller agreed to inform the Committee of the Board's desire.

Partnering with Other Acoustics Related Organizations in Canada
The nature of potential partnerships included exchanging links on websites, publishing announcements in Canadian Acoustics, joint conferences, etc. The first task is to identify possible organizations, (AES, CSME, ASA, ASME, planners, etc.) This might be accomplished by requesting that conference registrants indicate other acoustical organizations in which they have a membership. R. Ramakrishnan volunteered to contact AES to get a half-page description of their organization and publish this in Canadian Acoustics.

Other Business
None was identified.

Adjournment
T. Kelsall moved to adjourn the meeting, seconded by K. Fuller, carried. Meeting adjourned at 3:10 p.m.

Special Action Items Arising from the Meeting
T. Nightingale
- Forward electronic copy of the membership database to K. Fuller.
- Purchase web-hosting package when draft of website has been created.
- Update the wording of the Student Travel subsidy form and forward to A. Cohen organizer of 2002 conference.

D. Giusti
- Transfer funds from the Operating to Capital fund as directed by the Board.
- Contact suitable person to solicit Journal advertising.

R. Ramakrishnan
- Prepare and present to the Board in October a business plan for increasing the frequency of Journal publication from four to six times a year.

D. Stredulinsky
- With other CAA members, create a draft of the new CAA website and circulate html document to the Board for comment.
- Revise the draft of the Signal Processing Student Travel Subsidy.

K. Fuller
- Update the Prize Brochure and circulate to Board Members.
- Discuss with the Raymond Hetu Prize Committee the possibility of changing it from a book prize to one of the student presentation awards.