

**Canadian Acoustical Association**  
**Minutes of the Board of Directors Meeting**  
**2 June 2002**

Toronto, Ontario

Present: J. Bradley, D. Giusti, D. Quirt, C. Buma, M. Cheesman, K. Fraser,  
M. Hodge, R. Ramakrishnan, D. Stredulinsky

Regrets: N. Atalla, J. Hemingway, T. Kelsall, K. Pichora-Fuller.

Meeting was called to order at 9:06 a.m. Minutes of the Board of Director's meeting on 30 September 2001 were approved as published in the December 2001 issue of Canadian Acoustics. (Moved by D. Giusti, seconded by R. Ramakrishnan, carried).

**President's Report**

J. Bradley reported that there have been no major changes or problems in the affairs of the Association. The website is becoming increasingly useful, as discussed under a later item. There have been communications with foreign acoustical associations about possible CAA sponsorship of a conference in Vancouver in 2005; discussion of this was deferred to "Past and Future Conferences". Succession of Directors was identified as an issue for the next meeting; three directors must be replaced in September 2002, and suggestions were solicited.

**Treasurer's Report**

The Treasurer provided an itemized report of the Association's finances, including a summary for the last four years. The report indicated a solid financial position. Consistently, revenues have exceeded operating costs, with significant boosts from the successful conferences in 2000 and 2001. Progress has been made in eliminating the backlog in collecting advertising revenue.

After discussion of the desired distribution of funds between the operating and capital accounts, it was proposed that ten thousand dollars be invested in Ontario Savings Bonds. (Moved by D. Giusti, seconded by R. Ramakrishnan, carried)

The Treasurer reported that a VISA merchant's account was used to accept payments for registration at the October 2001 conference, and will be introduced after June 2002 for annual membership dues. The merits of opening a US dollar account were discussed but it was decided not to proceed with that, at this time.

To reduce problems with charges for international payments, and to minimize the need for individuals to pay (and subsequently recover) the costs for other corporate expenses, it was proposed that the Treasurer be authorized to acquire a corporate credit card. (Moved by D. Giusti, seconded by D. Quirt, carried).

(K. Fraser moved acceptance of Treasurer's report, D. Stredulinsky seconded, carried)

## **Secretary's Report**

D. Quirt reported that in FY2001/02 the membership (including subscriptions) seems to have dropped back to the level observed before FY2000/2001. The decrease can be primarily attributed to non-renewal by many of those who paid membership fees as part of registration at the Sherbrooke Conference. As of 25 May, the total paid membership stood at 300, with subscriptions arriving at 5 to 10 per week. About 80% of the members are located in Canada, with the remaining 20% divided between the USA and overseas.

To ease the membership renewal process, the Secretary and Treasurer have organized the process to permit membership payments by VISA. It was agreed that the webmaster should also investigate costs for online payment, but mail to the Ottawa postal box should be used as the normal path for payments.

The Secretary reported that the domain name "CAA-ACA.CA" has been re-registered, and that the process to renew web site hosting arrangements is underway.

Secretarial operating costs for the first ten months of FY01/02 totalled \$1131, which include primarily the costs for postal boxes in Toronto and Ottawa, and maintaining the mailing address database including the annual membership renewal process. There was \$506 dollars in the secretarial account, as of 2 June.

(M. Cheesman moved acceptance of Secretary's report, D. Giusti seconded, carried.)

## **Editor's Report**

A number of specific issues related to content and publication process for *Canadian Acoustics* were discussed. Alternatives for a new printer are being evaluated, because of major delays in the current arrangements. There are numerous articles at various stages in the editorial process, and the decision to include conference abstracts in the June issue will add more content.

Karen Fraser and Brian Chapnik have assumed the responsibility for managing advertising in *Canadian Acoustics*. Invoices are up to date, including the March 2002 issue, and the backlog from delayed billing for advertising is being collected. The option of discounts for advertising in a sequence of 4 or 6 issues is being discussed with our current advertisers.

R. Ramakrishnan reported that he has been evaluating the possibility of publishing six issues of the journal each year. There seems to be adequate material, and a detailed business plan (anticipated cost, advertising revenues, and a target date, etc.) will be presented at the next Board meeting, and subsequently to the membership at the AGM in October 2002.

(M. Cheesman moved acceptance of Editor's report, D. Stredulinsky seconded, carried.)

## **Past and Future Conferences**

2001 Toronto: The chair, Dalila Giusti, tabled a detailed final report; copies of the report have also been sent to organizers for the upcoming meetings. There were 98 registrants, and a surplus of approximately \$14k was realized. The large exhibit and the excellent social interaction facilitated by the meals and other social periods were commended. J. Bradley moved that the conference organizers for the 2001 Toronto

meeting should be congratulated as the conference was technically and financially very successful. (Seconded by D. Stredulinsky, carried).

2002 Charlottetown: A report from Annabel Cohen (conference chair) was presented and discussed. At this stage, there appear to be a good number of abstracts, and a number of special sessions have been organized. There was brief discussion of forms for student subsidies and the intended level of support - it was agreed these issues should be very clearly communicated to student applicants. The tentative fee schedule suggested by the organizers was accepted, with a suggestion that slightly higher fees would not be a problem. It was agreed that the Board meeting should be on Tuesday evening. Overall, the arrangements seem to be proceeding well.

2003 Edmonton: C. Buma provided a report on preliminary arrangements for the 2003 meeting. The organizing committee has been established: C. Buma (conference chair), Gary Faulkner (technical program chair), Megan Hodge (secretary), Eugene Bolstad (treasurer), Kelly Kruger (facilities). Hotel arrangements are being negotiated, and a two-page announcement will be ready for the December issue of Canadian Acoustics.

International Conferences: The possibility of CAA involvement in the planning and organization of a conference in Vancouver proposed by ASA and INCE-USA was discussed. No direct commitment by CAA as a corporation has been requested, other than formal endorsement, although individual members will be involved in organizing the meeting. It was unanimously agreed that it would be appropriate for CAA to be identified as a sponsor of this meeting, and the President was encouraged to investigate liaison options with the organizing societies.

## **CAA Website**

D. Stredulinsky submitted a report on recent progress in the hosting arrangements and content for the CAA site, now hosted by Telus. Despite some problems in the transition from UWO to Cadvision to Telus, the site is functioning well with 60-100 visits per day. Content is steadily expanding, and now includes the CAA operations manual, information on CAA awards, a sustaining subscribers' page, and a job-posting page.

A number of specific details were discussed:

- Links to commercial sites should be provided only for Sustaining Subscribers.
- The Webmaster and Editor should develop a common policy for job advertisements, to present to the Board at the next meeting for formal approval.
- Members of the Board should review the site periodically to ensure content in their respective areas of responsibility is correct and current.

Overall, there was enthusiastic support for the rapid and significant improvements. (K. Fraser moved acceptance of Webmaster's report, M. Cheesman seconded, carried).

## **Awards**

There was discussion based on e-mail reports from members of the Awards Committee. Specific progress for various awards was reported:

- There is an applicant for the Shaw Prize.
- No activity was reported for the Hétu Prize
- M. Cheesman agreed to be coordinator for the Hétu Prize

- Details of requirements for the Signal processing Student Subsidy are on the CAA web site.

To clarify intent, and to conform with current regulatory terminology, it was decided that wording of requirements for candidates for the Shaw Prize should be changed to "Applicants must be Canadian citizens or landed immigrants. Evidence of citizenship or immigration status may be supplied, but is not required at the time of application. Those who are offered awards will be required to confirm their citizenship or immigration status as a condition of the award." (Unanimous confirmation.)

Concern was expressed about the lack of applicants for some prizes. M. Hodge agreed to prepare and distribute a notice to suitable university departments. The Secretary is to provide the mailing list used in the last such mailing.

### **Other Business**

None was identified.

### **Adjournment**

D. Giusti moved to adjourn the meeting, seconded by R. Ramakrishnan, carried.  
Meeting adjourned at 2:45 p.m.

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

#### Each Member:

- Review CAA website contents within agreed areas of responsibility, at least twice during each 6 months between Board meetings, and send updates to webmaster.

#### J. Bradley

- In collaboration with Past President, identify 3 candidates for Director
- Discuss CAA liaison with organizers of Vancouver ASA/NoiseCon meeting.

#### D. Quirt

- Collaborate with D. Giusti to handle membership payments by VISA.
- Renew website hosting package to June 2003.
- Provide mailing list to M. Hodge for mailing to university departments

#### D. Giusti

- Proceed with investment in Savings Bonds, as authorized.
- Acquire a corporate credit card for payment of CAA expenses.
- Collaborate with D. Quirt to establish process for membership payments by VISA.

#### R. Ramakrishnan

- Prepare and present to the Board in October 2002 a business plan for increasing the frequency of Journal publication from four to six times a year.

#### D. Stredulinsky

- In collaboration with Editor, establish common approach to job advertisements.

#### M. Hodge

- Prepare and distribute notice re CAA prizes to Canadian university departments

#### M. Cheesman

- Establish a plan for activity re Hétu prize