

Canadian Acoustical Association
Minutes of the Board of Directors Meeting
10 May 2003

Toronto, Ontario

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

Regrets: A. Behar

The meeting was called to order at 10:00 a.m. Minutes of Board of Directors meeting on 8 October 2002 were approved as published in Canadian Acoustics (Dec. 2002 issue).
(Approval moved by D. Giusti, seconded by R. Ramakrishnan, carried).

President's Report

John 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. As agreed at previous meetings, the President has confirmed CAA sponsorship of the ASA conference in Vancouver in 2005; this does not involve a financial commitment for our association, but it was noted that members are playing leading roles in the organizing committee. Three directors were replaced in September 2002 (as required) with Alberto Behar, Christian Giguère, and Mark Cheng joining as the new Directors. Our first two nominees as Member Emeritus were notified by the president, and have accepted the honor. John Bradley announced that he does not plan to continue for another term.

Treasurer's Report

The Treasurer provided an itemized report of the Association's finances, including a summary for the last four years. The report shows a solid financial position. As of 30 April, total assets are \$238,054, most of which is invested to fund our awards. In 2000 and 2001, revenues exceeded operating costs, with significant boosts from the financially successful conferences. The conference in 2002 also provided a small financial gain (see further comments under conferences). However, due to low interest rates, continuing avoidance of new expenses is needed, to ensure sufficient funds are available for prizes. In 2002/03, \$6550 in awards was distributed, down from \$8100 the year before, because several prizes were not awarded.

The Treasurer provided a checklist of annual information requirements for the auditor, and requested that the executive provide their parts of the information promptly at the end of the fiscal year. In the context of audit issues, the implications of charitable status were queried; the Treasurer was requested to confirm with the auditor how this should be reflected in annual receipts for dues and subscriptions, and in financial planning.

Our VISA merchant's account was used after June 2002 for annual membership dues. This is working very well. 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, the Treasurer has also acquired a corporate credit card.

(Acceptance moved by M. Cheesman, seconded R. Ramakrishnan, carried)

Secretary's Report

David Quirt reported that in FY2002/03 the membership seems to be steady at essentially the same level observed last year and through the '90's. As of 7 May, the total paid membership stood at 307. About 80% of the members are located in Canada, with the remaining 20% divided between the USA and overseas. The number of Sustaining Subscribers has risen, but there is a reduction in subscriptions via agents, presumably due to major disruptions in that business sector. A reminder has been sent to those overdue (about 15%, as usual) and responses are trickling in.

To ease membership renewal, the Secretary and Treasurer have implemented a process to permit payments by VISA; 27% of the renewals have used VISA.

Secretarial operating costs for the first ten months of FY01/02 were \$1184, which includes mailing costs and maintaining the address database including the annual membership renewal process. The secretarial account balance was \$314, as of 7 May; this should be sufficient for expected costs to the end of the fiscal year (31 August).

Options to promote increased membership were discussed at some length. Two main themes emerged: the benefit of active local chapters, and the need to provide useful service to various subsets of the acoustical community, from environmental noise control to audiology. No action plan emerged.

After many years of faithful and effective service, Maria Clancy has resigned from her role providing secretarial support and database management for CAA. Maria ensured a smooth transition by coaching and supporting the Secretary as he assumed the database management activity. The Board expressed a unanimous vote of thanks to Maria for her many years of service.

Editor's Report

A number of specific issues related to the publication process for *Canadian Acoustics* were discussed. Ramani Ramakrishnan reported that all issues have been published on schedule, a color cover has become the norm, and color figures are published occasionally. Color pages are printed as 4-page sheets; the Editor and Advertising Manager were encouraged to explore the option for color advertising, and to proceed with this if it offers a revenue benefit without excessive extra workload. The June issue will be digitally printed, which offers both simpler production process and more predictable appearance.

Several aspects of content were also discussed. The Editorial Board has not been fully effective in its intended role of delivering technical papers, and changes will be made. The core of the June 2004 issue will be refereed proceedings of a symposium on underwater sound – this sort of special topic issue was strongly endorsed by the Directors, and other such special issues will be considered as opportunities arise.

Karen Fraser reported on advertising in *Canadian Acoustics*; revenue is steady at about \$2500 per issue, and the backlog of unpaid invoices has been reduced to under \$1000. It was noted that some regular advertisers are not members or subscribers, and the Directors decided that the Secretary should investigate ways to involve these potential members in CAA.

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

Past and Future Conferences

2002 Charlottetown: A report from Annabel Cohen (conference chair) was presented and discussed. The conference was very successful from a technical perspective, with over 100 presentations spanning a wide range of subjects, interesting special sessions, and an exhibit of acoustical products. Attendance was good, there were many positive comments about the accommodations and food, and the conference achieved a small surplus (\$1500) essentially as planned. Much of the discussion focused on the very effective use of the website, developed by Dave Stredulinsky. It was agreed that website use for registration, paper submission, and program information is a pattern that should be maintained for future meetings.

(Motion of thanks to the organizers by D. Quirt, seconded M. Cheesman, unanimous)

2003 Edmonton: Corjan Buma provided a report on arrangements for the 2003 meeting. The organizing committee includes:

Chair:	Corjan Buma
Technical Program:	Gary Faulkner
Treasurer:	Eugene Bolstad
Secretary:	Megan Hodge
Conference Website and Registration:	Ken Fyfe
Promotions, Marketing, Publicity:	Izzy Gliener
Facilities Arrangements:	Kelly Kruger, Steve Bilawchuk
Social/Hospitality Program Convener:	Eugene Bolstad

Two-page announcements started with the December issue of Canadian Acoustics, the website is operational, plenary speakers have been confirmed, and all arrangements are proceeding. A large lockable room has been booked for exhibitor space and coffee breaks. As requested at the AGM, a specific presentation format (PowerPoint 2000) is requested, and all presenters will be asked to submit their presentations a few days in advance of the meeting, to facilitate loading and organizing all presentations on the computers that will be provided in each room. Overhead projectors will also be available, and presenters are encouraged to have a backup set of transparencies. As always, the two-page paper is optional (except for those seeking student awards), and a longer format will be used for publishing the plenary talks.

2004 Ottawa: John Bradley reported that he is assembling an organizing team, and will select a site and present a detailed plan for approval at the meeting in October.

2005 Conference: The location for the meeting in 2005 was discussed. CAA members' involvement in the organization of the ASA conference in Vancouver, 16-20 May 2005 makes a west coast site unsuitable for CAA, but does not rule out a CAA conference in October of 2005. The Board agreed that we should have such a conference. The preferred location would be somewhere in Québec or New Brunswick, but southern Ontario was also suggested as an alternative.

CAA Website

Dave Stredulinsky, our webmaster, reported on recent progress in the CAA website (caa-aca.ca), which is now hosted by Telus. The site has ~150 visits/day; in April these included visitors from 55 countries. Content includes the CAA operations manual, information on CAA awards, a sustaining subscribers' page, membership and subscription forms, a job-posting page, and the site for the annual conference.

Board members agreed that this has become the most accessible and complete repository for information about CAA, and agreed that for information such as awards details the website should be treated as the primary source for CAA information. This places a duty on Board members to keep their parts of the information current, by sending updates to the webmaster.

As requested at the previous meeting, the webmaster has investigated options that would support online use of credit cards for membership payment and other transactions for CAA activities such as the conference. These were discussed at length. Some very powerful packages are available, but the cost is significantly greater than the current CAA operational budget. No decision was made at this time, but the webmaster will continue to explore options for transactions via the website. Overall, there was enthusiastic support for the many improvements.

Awards

Christian Giguère was welcomed as new Chair of the Awards Committee.

Those responsible for specific awards were confirmed to be: Christian Giguère (Directors'), Stan Dosso (Shaw), Dave Chapman (Fessenden), Megan Hodge (Bell), Murray Hodgson (Eckel), Meg Cheesman (Hétu), Dave Stredulinsky (Underwater & Signal Processing), Annabel Cohen (Science Fair), Karen Fraser (Student Presentations)

For this meeting, John Bradley led an extended discussion of all awards, as the first stage in establishing complete and current information about awards on the CAA web site (which will henceforth be the primary source for this information). There were specific decisions regarding several of the awards:

- The Board confirmed the intent to keep the Shaw Prize as a one-year award.
- The Hétu Prize will include a student membership plus a book, and the process will be simplified: a faculty member will submit a nomination letter with suitable supporting material, on/before April 15.
- The Directors' Awards may be reduced to two. The Awards Coordinator will explore the possibility of merging the two professional awards into a single professional award without age categories (plus one for students) starting in 2004. This will be decided at the October meeting.

A single-page advertisement will be prepared for Canadian Acoustics, naming all the awards and providing a brief outline of their intent and value, but pointing to the CAA website for full details. Christian Giguère will handle this.

Concern was expressed about the lack of applicants for some prizes, and it was agreed that a new approach should be used to distribute a notice. An advertisement suitable for posting (pointing to the website for details and application forms) will be prepared and distributed both by mailing and via e-mail. The Secretary is to provide the list used in the last such mailing to suitable university departments, plus an email list for the CAA membership to the Awards Committee.

Other Business

None was identified.

Adjournment

R. Ramakrishnan moved to adjourn the meeting, seconded by D. Giusti, carried.
Meeting adjourned at 3:10 p.m.

Special Action Items Arising from the Meeting

Each Member: Review CAA website contents within agreed areas of responsibility, and send updates to webmaster by end of June.

- J. Bradley: In collaboration with Past President, identify candidates for expected vacancies in Executive and other Directors. Ensure Ottawa Conference team is organized, and report to next meeting.
- D. Quirt: Provide suitable e-mail and mailing lists to C. Giguère and M. Hodge for mailing to advertise and promote awards. Provide financial and membership data for auditor at end of August.
- D. Giusti: Collaborate with Edmonton conference committee to establish process for payments by VISA.
- R. Ramakrishnan: Proceed to implement color advertising and/or changes to Editorial Board, and report on these to October meeting.
- D. Stredulinsky: Continue to investigate cost and benefits of adding secure transaction capability to website, and report by October meeting.
- C. Giguère: Ensure website information and Canadian Acoustics page on prizes are suitably updated. Prepare and distribute notice about CAA prizes to Canadian university departments and via e-mail to CAA members.