

Canadian Acoustical Association
Minutes of the Board of Directors Meeting
14 October 2003

Edmonton, Alberta

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

Regrets: M. Cheesman

The meeting was called to order at 4:07 p.m. Minutes of Board of Directors meeting on 10 May 2003 were approved as published in Canadian Acoustics (June 2003 issue).

(Approval moved by C. Buma, seconded by A. Behar, carried).

President's Report

John Bradley reported that there have been no major changes or problems in the affairs of the Association. John announced that he does not plan to continue for another term. Having completed an unprecedented five consecutive terms, he suggested it is time for fresh leadership with new priorities. He paid tribute to the strong support provided during his tenure by other Board members, with special mention for the contributions by the Editor of Canadian Acoustics (Ramani Ramakrishnan), the Treasurer (Dalila Giusti), and the Webmaster (David Stredulinsky) who have significantly enhanced key operational aspects of the Association.

Secretary's Report

David Quirt reported that in FY2002/03 the membership is steady at essentially the same level observed last year and through the '90's. As of the end of August, the total paid membership stood at 333 (an increase of 6). 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.

	FY 2000/01	FY 2001/02	FY 2002/03
Member	278	220	212
Emeritus	-	-	2
Student Member	46	44	51
Subscriber	34	29	31
Sustaining Subscriber	33	32	37
Total	391	325	333

Member: A professional who is named on the application form.

Student Member: A person in full-time attendance at an academic institution.

Subscriber: A company that receives the journal (non-voting)

Sustaining Subscriber: A company or individual who promotes activities of CAA by paying an increased subscription fee. (non-voting)

All categories receive a copy of the journal.

To ease membership renewal, the Secretary and Treasurer have implemented a process to permit payments by VISA; 29% of the renewals have used VISA. Each year, about 15% of members fail to renew until we send a reminder, and ~5% of long-term members fail to pay; most rejoin a year or two later when they notice Canadian Acoustics is not arriving. To address this, the Secretary proposes to add a stamped return envelope to Canadian renewal notices, hoping to avert some of the memory lapses. Use of e-mail for reminders is also proposed. To improve use of e-mail for CAA communication, and to reduce errors in mailing Canadian Acoustics, it is proposed to add systematic updating of all membership address data to the renewal process.

Secretarial operating costs for FY2002/03 were \$1414, which included mailing costs and maintaining the address database including the annual membership renewal process. This also included fees for the website that will be handled separately by the Webmaster in future years. A budget for the next fiscal year of \$1000 was requested.

(D.Giusti moved acceptance of report and budget approval, seconded K. Fraser, carried)

Treasurer's Report

The Treasurer, Dalila Giusti, submitted a report and a financial statement prepared by our auditor, Paul A. Busch, for the fiscal year ending August 31, 2003. It was a good year financially. Interest on our capital fund exceeded the requirements for prizes this year, because the Bell and Fessenden Prizes were not awarded. Most major expenses were under budget, the conference made a profit, and outstanding invoices for advertising were all collected. Overall, revenues of \$65194 exceeded the expenses of \$55668, and total assets at year-end have risen to \$244,534.

The Treasurer reported that a VISA card account has been established for paying CAA expenses, as authorized at the June 2002 meeting, and that normal financial activities have proceeded smoothly.

A draft budget for FY2003/04 was presented and discussed. Given the constant membership, and small increases forecast in most expenses, the margin of revenue over expenses would be only \$500 if fees were held constant. After extensive discussion, it was decided that an increase of \$5 in all membership/subscription fees would be appropriate, except for Sustaining Subscribers (which were recently increased) and those subscriptions for which invoices have already been issued. (Moved by D. Giusti, seconded A. Behar that this increase in fees be proposed to the AGM; carried)

(R. Ramakrishnan moved acceptance of Treasurer's report, D. Stredulinsky seconded, carried)

Editor's Report

The Editor, Ramani Ramakrishnan, presented a brief report. A number of specific issues related to content, appearance, and publication process for *Canadian Acoustics* were discussed. There are continuing problems requiring editing of the nominally publication-ready pdf files submitted by authors for the September issue, and it was agreed that a template document should be included with the instructions to authors, to minimize the need to edit the submissions.

The September 2003 issue is the first with full digital printing, and all agreed that appearance is excellent. The Editor was congratulated on the continuing quality of the publication, and his record for on-time publication. Recognition was also given to the

success of Karen Fraser in handling advertising for *Canadian Acoustics* – invoices are up to date, and the backlog from delayed billing for advertising has been collected.

The News Editor, Francine Desharnais, has resigned. The Board passed a motion of thanks to Francine for her substantial contribution to the Association in this role.

Ramani announced his decision to delay publishing six issues of the journal each year until there is a continuing backlog of publishable papers. Although there are good papers coming in, there is occasionally less material than desired. A decision has been made to publish at least one paper in French each year, and the Editors are confident this can be maintained. Overall, the publication is proceeding fairly smoothly, and the Board expressed their thanks for the huge effort by all involved.

(A. Behar moved acceptance of Editor's report, D.Giusti seconded, carried.)

Past and Future Conferences

2002 Charlottetown: Annabel Cohen (conference chair) submitted her final report. The website was used extensively to support the organizing process, and this major contribution by David Stredulinsky was specially commended. The budget surplus was \$1412. It was agreed that the organizers for the 2002 Charlottetown meeting should be congratulated, as the conference had excellent technical sessions with about 100 papers, the exhibition was good, the food and meeting rooms were excellent, and the budget target was met – satisfying all our objectives for the annual event.

2003 Edmonton: Corjan Buma provided a preliminary status report on the 2003 meeting. An effective website based on the PEI model was developed by Steve Bilawchuk, and has worked well. Corjan noted the support he had received from Christian Giguère and Annie Ross who translated the conference announcements, and the strong contributions by all of the Edmonton team. The number of papers submitted is lower than usual (55) but this has been supplemented by excellent plenary talks, a site visit to the Winspear concert hall, and an exhibition. Advance registration was less than expected; although the total registration may be sufficient to balance the budget, this will not be clear until the last day. The Board congratulated the Edmonton team on their efforts to date.

2004 Ottawa: John Bradley reported that preliminary arrangements have been made in Ottawa, with the Lord Elgin Hotel as the proposed site for a conference on 6,7,8 October 2004. John will be conference Chair, and many members in Ottawa have agreed to participate in the organizing team. The Board agreed that this team should proceed and approved the plan as presented. (Moved by D. Quirt, seconded by D. Giusti, carried).

2005, (London): A team from London Ontario, led by M. Cheesman, has proposed that the 2005 conference be held in London. The Board agreed that this would be a good choice, and that they should be encouraged to proceed with preliminary arrangements.

International Liaison:

Two current issues were discussed.

Distribution of Noise News International: This newsletter is published by International Institute of Noise Control Engineering and distributed in bulk to member societies, including CAA. To improve the circulation to interested CAA members, it was decided to add this as an option on the annual renewal form, with a charge of \$5/year to cover mailing costs.

Meetings of International Standards Committees: ISO committee TC43 “Acoustics” and its subcommittees and IEC committee TC29 “Electroacoustics” have been invited to meet in Toronto in spring of 2005. It is not clear yet whether the Canadian invitation will be accepted.

J. Bradley advised that the CAA had received a letter from the Canadian Advisory Committee asking if the CAA would support, via a letter of support and/or monetary contribution, the bid to host international standards meetings in Canada. A copy of this letter was sent to each CAA Board member in August for review. All Board members felt it was important to support the Canadian bid and felt it appropriate that a contribution be made. Mark Cheng requested that any financial contribution by the CAA should be coupled with a request for a member of the Canadian delegation to write a paper for the CAA journal or present at the next annual conference to communicate the workings of these international standard committees to help share and distribute knowledge to the general CAA membership.

(Moved by R. Ramakrishnan that CAA formally support the invitation for the ISO and IEC meetings, and pledge financial support of \$500 for each of the two consecutive standards meetings accompanied with a request for a paper or article summarizing the meetings, second M. Cheng, approved)

Awards

Christian Giguère presented a report, based on submissions from the Awards Coordinators. Specific progress for various awards was reported:

- Shaw Prize not awarded
- Bell Prize not awarded
- Successful applicant for the Fessenden Prize.
- Successful applicant for the Eckel Prize.
- Successful applicant for the Hétu Prize.
- Award for the Canada-Wide Science Fair.
- Directors' Awards given for both the student and professional over 30.
- Student travel subsidies will again have \$2500 allocation (in proposed budget).

Concern was expressed about the infrequent applicants for some prizes. One response to correct this is more advertising of their availability (as discussed below). In the case of the Directors' Awards, it was decided a change in the prizes is also desirable, so the two awards for best paper by a professional will be replaced by a single award of \$500 with no age criterion (moved by C. Giguère, seconded D. Giusti, approved)

Requirements for all prizes are now presented correctly on the CAA web site, and most include French translations. Revisions to the Directors' Awards and Student Subsidy pages, plus a downloadable version of the prize application form will be added soon. Once correct information is available, reminders will be sent to the membership and academic institutions to encourage applications.

CAA Website

David Stredulinsky submitted a report on the CAA website. Site traffic has approximately doubled in the last 12 months. Content is steadily expanding, and now includes the index for Canadian Acoustics, updated information on CAA awards, job advertisement

and job-wanted sections, a sustaining subscribers' page, and downloadable pages for membership/subscription applications. For the "job-wanted" page, it was agreed a disclaimer to clarify that CAA is not endorsing those posting ads should be included. Overall, there was enthusiastic support for the content, especially the pages used for the annual conference.

Investigation of establishing a secure website to permit membership payments by VISA did not establish a cost-effective solution for an association of our size, so no action on this was pursued. Ongoing improvement of French pages and continuing updating of the index for Canadian Acoustics are the next priorities.

Change of Directors

Two Directors come to the end of their terms this month. The President recognized the contributions by Meg Cheesman and Karen Fraser, and expressed the thanks of the Board for their efforts on behalf of the Association. The President announced a slate of nominees for the positions as Director has been established for presentation at the AGM, with due regard for provincial distribution.

Adjournment

D. Giusti moved to adjourn the meeting, seconded by A. Behar, carried. Meeting adjourned at 7:55 p.m.

Special Action Items (Continuing or Arising from the Meeting)

J. Bradley

- Deal with transfer of leadership to new President, after election at the AGM.
- Establish bank account and proceed with organizing the 2004 Conference in Ottawa.

D. Quirt

- Implement new process for distribution of Noise News International
- Update database information as part of annual membership renewal process and develop address list for e-mail communication the CAA membership.

D. Giusti

- Transfer funds to secretarial account for administrative expenses, and transfer advance funds for Ottawa conference.

C. Giguère and D. Stredulinsky

- Continue to update Awards pages on the CAA website.

C. Giguère and M. Hodge

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