Canadian Acoustical Association

Minutes of the Board of Directors Meeting
30 May 2004

Aiolos Engineering Inc., 2150 Islington Ave.
Toronto, Ontario

Present: S. Dosso, D. Giusti, D. Quirt, C. Buma, M. Hodge, R. Ramakrishnan, A. Behar, , C. Giguère, V. Parsa, J. Bradley

Regrets: D. Stredulinsky, M. Cheng, R. Panneton

The meeting was called to order at 10:00 a.m. Minutes of Board of Directors meeting on 16 October 2003 were approved as published in Canadian Acoustics (Dec. 2003 issue). *(Approval moved by R. Ramakrishnan, seconded by D. Giusti, carried).*

President's Report

Stan Dosso commented that from his initial review of current activities, CAA seems to be running well. He identified some issues to be added to the agenda under Other Business.

Treasurer's Report

Dalila Giusti 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 May, total assets are $258,902, most of which is invested to fund our awards. However, due to low interest rates, continuing management of new expenses is needed, to ensure sufficient funds are available for prizes. In 2003/04, only $4400 was distributed for awards, because the Shaw and Bell prizes were not awarded.

In the last 3 years, revenues have exceeded operating costs and the same is projected for this fiscal year. Conferences have consistently achieved a financial surplus (see further comments under conferences) although the surplus in the last two years was modest.

Our VISA merchant's account continues to be used for annual membership dues. This is working well except for occasional problems with incorrect numbers. Despite the charge for incorrect numbers in batch submissions, the Board recommended that this mode be continued to minimize administrative routine.

The Treasurer reiterated the hope that her successor will be recruited soon. Other board members expressed their satisfaction with the status quo.

(Acceptance moved by A. Behar, seconded V. Parsa, carried)

Secretary's Report

David Quirt reported on membership and operation of the Association. In brief, there are no glaring problems. Last year's report noted that the paid membership had returned to the range (300-320) typical of the preceding 5 years, but the number of Members from Canada is up slightly this year. The number of Sustaining Subscribers also rose slightly. To promote renewals, stamped return envelopes were included with Canadian invoices, and reminders were sent in April to members who had not responded to the December invoice. Each year, over 10% of members simply did not renew; half of these were students, who presumably

shift to other interests, but many of the others drift back a year or two later. This year's modest increase in membership reflects the current push to overcome that lethargy.

Other administrative issues:

- Payments by VISA have increased to about 35% of the renewals; this is probably contributing to the better renewal rate, but seems to generate more processing problems for the Treasurer.
- Circulation of INCE quarterly news magazine *Noise News International* to the Canadian Members and Sustaining Subscribers began, as an option with the annual membership renewal. Thirty-eight members requested the magazine, and the $5 fee covers most of the mailing cost. Unfortunately, bulk transfer from the printer is sometimes late.
- Secretarial operating costs for the first nine months of FY03/04 were $939, which includes mailing costs and maintaining the address database including the annual membership renewal process. The secretarial account balance should cover most expected costs to the end of the fiscal year (31 August). However, it was agreed that the Treasurer should transfer an additional $500 to provide an operating margin.

(Acceptance moved by D. Giusti, seconded R. Ramakrishnan, carried)

Editor's Report

Ramani Ramakrishnan presented a number of issues related to publication of *Canadian Acoustics.* Major issues were:

- Reprints are now available for authors who request them, and a sample was circulated. The Board recommended also providing the corresponding pdf file to the author, and setting pricing to cover typical mailing costs.
- It was noted that advertising in *Canadian Acoustics* has declined slightly, but the number of Sustaining Subscribers has increased. Steps to increase advertising were discussed. Another administrative concern is arranging translation, both for abstracts and announcements; expenses to deal with this as needed were confirmed as a normal part of the Editor's budget.
- Several aspects of content were also discussed. The June 2004 issue will be the proceedings of a symposium on underwater sound, with 20 refereed papers. The conference organizers will buy 100 copies for their participants, and much of the cost is covered by page charges to authors. This sort of special topic issue was strongly endorsed by the Directors. The Editor also noted that there is a significant backlog of submissions in the review process, so larger issues should be expected in December and thereafter.

(A. Behar moved acceptance of Editor's report, V. Parsa seconded, carried.)

Awards

Christian Giguère submitted a report for the Awards Committee. Good applicants have applied for all prizes except the Hétu Book Prize, and proposed changes for the travel support for conferences on underwater sound and signal processing are expected to provide more candidates. Winners will be announced in October. Some key details were:

- Major updates of award pages on the website have been made, to rationalize the English and French versions, and provide downloadable forms. The next priorities are a

preamble to the Shaw Prize, plus pages for the conference presentation awards and travel subsidies for students. For the latter, the Board debated changes to the process. It was agreed that receipts will be required to substantiate expenses, and a task group (John Bradley, Christian Giguère, and Dalila Giusti) was established to propose a fair way to allocate the funds, to be decided at the next Board meeting.

- An e-mail template was used to help individual coordinators to send directed advertisements for their prizes. New templates are being created for *Canadian Acoustics*, beginning March 2005, to deal with all phases of the awards process from advertising to announcing winners.
- The Board agreed to change rules for applications. For most prizes (Bell, Eckel, Fessenden, Shaw, Hétu) the deadline moves from April 15 to April 30. For travel support for underwater sound and signal processing conferences, two deadlines (September 30 and March 31) will permit two rounds of awards better matched to the academic planning cycle. Specific changes to procedural details for the latter were also decided. All of these changes should be incorporated on the website by mid-summer.

(D. Giusti moved acceptance of awards changes, C. Giguère seconded, carried.)

CAA Website

Dave Stredulinsky, our webmaster, submitted a report on recent progress in the CAA website (caa-aca.ca), which is hosted by Telus. Traffic on the site has steadily increased, and is now typically over 200 visits/day; in April there were visitors from 70 countries.

Board members agreed that the website has become the most accessible and complete repository for information about CAA. Content includes:

- information on CAA awards (Significant updates and translation improvements have been made this year. Board confirmed that for awards, the website should be treated as the primary source for CAA information.)
- the CAA operations manual (Board agreed it should not be translated. It was suggested that as specific sections of the website become the authoritative source, corresponding parts of the manual should be reduced to links to pertinent pages.)
- Sustaining Subscribers' page (Has slowly increasing listings.)
- membership and subscription forms (Primary method for joining CAA)
- job-posting page (This is frequently updated, and has both job postings and work wanted items. Board agreed no translation is required.)
- the site for the annual conference (This has become central to the organizing process, especially for submission of papers.)

The increasing reliance on the website places a duty on Board members to keep their parts of the information current, by sending updates to the webmaster. Overall, there was enthusiastic support for the steady improvements.

Past and Future Conferences

2003 Conference in Edmonton: Corjan Buma and Megan Hodge provided a verbal report on the final status for the 2003 meeting. There were 55 papers and nearly 100 registrants. Total receipts were $20,342.29, and this resulted in a small surplus. The Board commended

several operational innovations, especially the remotely controlled tone to ensure consistent schedules in concurrent sessions, and the pre-session submission of PowerPoint files to avoid delays for computer swapping. Special thanks were extended to Steven Bilawchuk for his huge contribution to both the website and A/V support for the sessions.

2004 Conference in Ottawa: John Bradley reported that the Ottawa organizing team has proceeded with the key parts of organization for the conference. Some features are: banquet at the National Arts Centre, exhibits will last only 1.5 days, two plenary speakers by distinguished Canadian researchers whose topics mesh with following organized sessions. See the meeting notice published in this issue (June 2004) of *Canadian Acoustics.*

2005 Conference in London: Vijay Parsa reported on preliminary arrangements for the conference, which Meg Cheesman will convene in London. The hotel and dates are not confirmed yet, but will be reported in October.

CAA members are also organizing the ASA conference in Vancouver (16-20 May 2005), which is officially co-sponsored by CAA. It was tentatively agreed that the spring Board meeting in 2005 should be held there during the conference. Stan Dosso will poll Board members, to confirm that this will permit adequate attendance without substantial travel subsidies.

2006 Conference: Possible sites were discussed. Quebec or Nova Scotia were the consensus choices. Stan Dosso will investigate local interest.

Other Business

Three items were discussed:

1. Nomination of Emeritus Members. Alberto Behar and David Quirt agreed to assemble a list of candidates, and to circulate this to the Board before the October meeting, where this will be discussed.
2. Appointment of a CAA member to attend the meeting of IIAV in St. Petersburg (Russia) in August was discussed. The President agreed to consult confirmed Canadian participants in the conference, and to designate a representative if feasible.
3. Desirability and extent of CAA relationship with advocacy associations (such as Noise Pollution Clearinghouse) was discussed. It was agreed that Mark Cheng should prepare and circulate a brief report to the Board to provide a policy framework, and assemble key data for decisions at the October meeting on those with links on the CAA website.

Adjournment

D. Giusti moved to adjourn the meeting, seconded by R. Ramakrishnan, carried. Meeting adjourned at 2:50 p.m.

Special Action Items Arising from the Meeting

S. Dosso: In collaboration with Past President (J.S. Bradley), identify candidates for expected vacancies in Executive and other Directors. For meetings, confirm that Vancouver will be acceptable as site for Board meeting in May 2005, and seek convener for 2006 conference. Designate Canadian representative for IIAV meeting in August.

Mark Cheng: prepare report for October meeting on policy framework for relationship with advocacy associations

J.S. Bradley: Ensure Ottawa Conference organization proceeds, and report to next meeting of the Board.

D. Giusti: Collaborate with Ottawa conference committee to establish process for payments by VISA. Transfer funds to Secretary (done).

D. Quirt: Provide suitable e-mail and mailing lists to C. Giguère for mailings related to awards. Provide financial and membership data for auditor at end of August. With Alberto Behar, prepare a list of candidates for Emeritus Member.

Each Member: Review CAA website contents within agreed areas of responsibility, and send updates to Webmaster periodically.