

**Canadian Acoustical Association**  
**Minutes of the Board of Directors Meeting**  
**5 October 2004**  
Ottawa, Ontario

Present: S. Dosso (chair), D. Giusti, D. Quirt, C. Buma, A. Behar, M. Cheng  
C. Giguère, M. Hodge, R. Ramakrishnan, J. Bradley

Regrets: V. Parsa, R. Panneton, D. Stredulinsky

The meeting was called to order at 5:30 p.m. After a brief review of progress on action items, the minutes of Board of Directors meeting on 30 May 2004 were approved as published in Canadian Acoustics (June 2004 issue). (*moved A. Behar, seconded R. Ramakrishnan, carried*).

**President's Report**

Stan Dosso reported that there have been no major changes or problems in the affairs of the Association.

**Secretary's Report**

David Quirt reported that gradual increase in membership has continued through FY2003/04. Before the conference, total paid membership was 366 (an increase of 33). The number of Sustaining Subscribers is also up. About 84% of the members are from Canada.

Mailing list (1 October)	Canada	USA	Other	Change
Member	201	20	11	<b>+20</b>
Emeritus	2			-
Student	53	1	5	<b>+8</b>
Sustaining	36	3	1	<b>+3</b>
Direct	7	1	3	-
Indirect	10	6	6	<b>+2</b>
	<b>Total = 366</b>			<b>+33</b>

To ease membership renewal, the Secretary and Treasurer have continued the option of payments by VISA, and 35% used this method. This year several measures were introduced to counter the typical non-renewal by 10-15% of members; this has improved the renewal rate to 93%. To improve use of e-mail for CAA communication, and to reduce errors in mailing Canadian Acoustics, systematic updating of all membership address data including e-mail was added to the renewal process.

Secretarial operating costs for FY2002/03 were \$970.10, mainly for mailing costs and postal box rentals; these costs have been limited by eliminating paid administrative support. Issues of Noise News International were mailed as they arrived, to the 39 members who have requested this optional service, but shipment from the printer in the USA has been very erratic. A budget increase for the next fiscal year to \$1100 was requested (to cover increased mailing costs) and immediate transfer of \$1000 from the Treasurer was requested.

(R. Ramakrishnan moved acceptance of report and the approval of the funding transfer, seconded A. Behar, 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, 2004. It was a good year financially. Interest on our capital fund (\$9600) exceeded the \$7700 requirement for prizes this year. Most major expenses were under budget, and the conference in Edmonton made a profit. Overall, total assets at year-end had risen to \$250,228.

Movement of \$10,000 from the operating to the capital fund was authorized. (Moved D. Giusti, second by A. Behar, carried). After further discussion of the balance in all funds, a further \$15,000 transfer from operating to capital, and investment of \$25,000 from the capital fund, were proposed. (Moved A. Behar, second R. Ramakrishnan, carried)

A draft budget for FY2004/05 was presented and discussed. Given the slowly rising membership, and small increases forecast in most expenses, the margin of revenue over expenses should be \$1000 if fees are held constant and the conference in Ottawa has no excess revenue (which seems pessimistic). After extensive discussion, it was decided that no increase would be recommended in membership/subscription fees. The Treasurer's detailed budget plan, and her accurate budget forecast for the past year were commended by the Board. The Treasurer repeated her wish for a successor, but the Board clearly expressed their enthusiasm for her continued service.

(Mark Cheng moved acceptance of Treasurer's report, C. Buma 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. The special issue in June based on papers from a conference in underwater sound was commended. The Board endorsed the Editor's plan to publish a similar issue for a planned conference in Banff next spring. There were a few problems requiring editing of the nominally publication-ready pdf files submitted by authors for the September issue, and it was agreed that the Editor should continue with all available methods to promote uniform appearance of articles in the conference issue next year. Despite the few problems, the September issue looked great and was ready 2 days after receipt of the pdf files from Ottawa, thanks to the excellent organization of the submissions by Brad Gover.

Ramani announced that he has a comfortable backlog of publishable papers, with many from international sources. The relationship with the current printer is very smooth, and each issue goes out promptly. Overall, the publication is proceeding smoothly with steadily increasing technical content, and the Board expressed their thanks for the huge effort by the Editor.

(D. Giusti moved acceptance of Editor's report, C. Giguere seconded, carried.)

### **Past and Future Conferences**

2003 Edmonton: Corjan Buma provided an overview of the report for the 2003 meeting, and expressed his appreciation for the whole organizing team's contributions. The submitted papers were supplemented by excellent plenary talks, a site visit to Winspear concert hall, and a successful exhibition. Total registration was 97, and income exceeded expenditures by \$420. The Board congratulated the Edmonton team on their success.

2004 Ottawa: John Bradley reported that arrangements with the Lord Elgin Hotel have proceeded smoothly, and that registrations are likely to go well over 100. Paper submissions filled all available time slots, a plenary session will begin each day, and the exhibition will showcase a good variety of products. It was noted that the main budget worry is the commitment for catering, but the strong advance registration suggests the conference will be financially successful.

2005 (Vancouver): Stan Dosso reported that arrangements are proceeding for the joint ASA/CAA meeting in Vancouver on 16-20 May 2005. Murray Hodgson will be Conference Chair, Stan Dosso is Technical Program Chair, and other CAA members in Vancouver are participating in key roles on the organizing team. Attendance is expected to exceed 1000, and CAA members may register at the "Members' rate". A satellite conference organized by Alberta Energy Utilities Board is planned at Banff in the following week. Board members agreed the next meeting of the Board should be held at the Vancouver conference.

2005 (London): Stan Dosso relayed a report from the London team that preliminary arrangements have been made in London Ontario for a conference on 12-14 October 2005. Arrangements with the hotel will be confirmed soon. M. Cheesman will be Conference Chair, and several members in London have agreed to participate in the organizing team. The Board agreed that this

team should proceed, and approved the plan as presented.

## **Awards**

Christian Giguère presented a report, based on submissions from the Awards Coordinators. Requirements for most prizes are now presented correctly on the CAA web site (although some clarifications are planned) and most include French translations. Reminders were sent to the membership and to academic institutions by the coordinators, to encourage applications. Specific progress for various awards was reported:

- Shaw Prize awarded,
- Bell Prize awarded,
- Fessenden Prize awarded,
- Eckel Prize awarded,
- Hétu Prize awarded,
- Award for the Canada-Wide Science Fair presented at St.John's.
- Directors' Awards for Student, no candidate.
- Directors' Awards for Professional awarded,
- Student subsidy for travel to conference on underwater sound or signal processing not yet awarded (later dates)
- Student travel subsidies and presentation awards for CAA conference will use the full budget allocation (strong competition).

Only two of the smaller prizes were not awarded – a major improvement – and awards are distributed well across Canada. Some changes to award conditions were discussed and the Coordinator was asked to implement these.

(Acceptance of report moved by C. Giguère, seconded D. Quirt, approved)

## **CAA Website**

There was no formal report on the CAA website. Content is steadily expanding, and now includes the index for Canadian Acoustics, updated information on CAA awards, quite active job advertisement and job-wanted sections, improved pages for Sustaining Subscribers, and downloadable membership and subscription applications. Overall, there

was enthusiastic support for the content, especially the pages used for the annual conference. The Board expressed their thanks to Dave Stredulinsky, who has agreed to continue as webmaster for the time being.

## **Nominations / Change of Directors**

One Director (Dave Stredulinsky) came to the end of his term this month. The President recognized his huge contributions to the website and expressed the thanks of the Board for his efforts on behalf of the Association; a slate of one nominee has been established for presentation at the AGM, with due regard for regional distribution. Dalila Giusti has agreed to continue as Treasurer until a replacement is recruited, but it was noted that she has expressed willingness to be replaced, and volunteers will be welcomed.

## **Other Business**

The Board agreed that:

- Two nominees as new Emeritus Members were approved. Letters will be sent to notify them, and a brief news item in Canadian Acoustics was suggested.
- Expanding CAA student awards will be considered, rather than making a voluntary contribution to subsidies at ICA.
- Stephen Keith was approved as CAA representative to INCE Working Group 6 on community noise, with a request to submit a brief progress report to Canadian Acoustics.
- Teleconferencing (possibly supplemented by video) will be used on a trial basis for the spring meeting of the Board in 2006.

## **Adjournment**

A. Behar moved to adjourn the meeting, seconded by D. Giusti, carried. Meeting adjourned at 9:00 p.m.

**Special Action Items (Continuing or Arising from the Meeting)**

- D. Quirt: Update database information as part of annual membership renewal process and develop address list for e-mail communication to the CAA membership.
- D. Quirt and S. Dosso: prepare and send letters to new Emeritus Members.
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- D. Giusti: Transfer funds to secretarial account for administrative expenses, and transfer advance funds for London conference. Transfer \$25,000 as authorized from Operations to Capital account, and proceed with investments from Capital Fund.
- C. Giguère and D. Stredulinsky: Continue to update Awards pages on the CAA website.