Canadian Acoustical Association

Minutes of the Board of Directors Meeting
12 May 2007
Toronto, Ontario

Present: Stan Dosso (chair), Dalila Giusti, David Quirt, Alberto Behar, Rich Peppin, Christian Giguère, Ramani Ramakrishnan, John Bradley, Tim Kelsall, Clair Wakefield

Regrets: Dave Stredulinsky, Nicole Collison, Anita Lewis, Vijay Parsa

The meeting was called to order at 10:05 a.m. The minutes of Board of Directors meeting on 10 October 2006 were approved as published in Canadian Acoustics (December 2006 issue). *(Moved R. Peppin, second R. Ramakrishnan, carried).*

President's Report

Stan Dosso reported that there have been no major problems in the affairs of the Association. He credits this to sustained efforts by Board members, who have kept all the major activities of the Association proceeding steadily. He suggested that the current priority is to update processes to support the Treasurer and Secretary, which may require some expense. Executive changes (Treasurer, Webmaster and President) are anticipated over the next 6 months. *(R. Peppin moved acceptance of report, second A. Behar, carried)*

Secretary's Report

David Quirt reported that memberships are steady; last year the total was 338 on 20 April, and this year's total on that date is the same.

Mailing list (20 April)	Canada	USA	Other	Change
Member	196	19	9	**+12**
Student	40	1	6	**-10**
Sustaining	36	3	1	**–**
Direct	2	2	–	**– 3**
Indirect	9	9	4	**+1**
		Total = 338		**(Steady)**

To ease membership renewal, the Secretary and Treasurer have continued the option of payments by VISA; about 41% used this method. A new credit card process is planned this year, as outlined in the Treasurer's report below, to reduce the frequent processing problems. To facilitate CAA communication via e-mail, and reduce errors in mailing *Canadian Acoustics*, systematic updating of membership address data including e-mail was continued in the renewal process; we have working e-mail addresses for over 2/3 of the members.

Secretarial operating costs for FY2006/07 to date were $692 (slightly lower than last year), mainly for mailing costs and postal box rentals.

Issues of Noise News International were mailed as they arrived, to 51 members who requested this option, but shipment from the publisher in the USA is consistently 6 months late, or worse.

With respect to CAA communications, David noted several items:

- Forms for annual filing with Corporations Canada have just been received.
- Invoice from I-INCE has been received and transferred to Treasurer for payment.
- A request for proposals to present an environmental noise course was received from the Municipal Law Enforcement Officers Association in January. CAA could not respond then, but several members expressed interest in pursuing development of such a course. This will be discussed further at the next meeting.
- A brief report on progress organizing InterNoise 2009 in Ottawa was received. This is now a firm commitment, with CAA as a co-sponsor. CAA is invited to nominate members for the Scientific Committee and Organizing Committee. Several members volunteered to participate; further suggestions should be

relayed to the Chair (Trevor Nightingale). It was decided to proceed with the usual CAA conference in October 2009, despite some expected overlap of papers with InterNoise.

- A request has been received from Tony Brammer for CAA to sponsor the 12th International Conference on Hand-Arm Vibration in 2011. The Board agreed to sponsor the conference, but made no commitment on financial involvement. However, the Board decided that for all conference sponsorship, any decision to provide funding must be based on a clear statement of benefit vs. risk for our Association.

As planned, David presented a preliminary set of options for new membership categories and fees, and this induced extended discussion. At this meeting, the Board endorsed specific changes for Emeritus Members, and a new category of "Retired Members". Proposals for other options such as Life Member and Fellow will be discussed in October. It was agreed that David should draft a set of proposals for the October meeting. These will be integrated with proposed fee changes, for presentation to the Annual General Meeting, following our tradition of approving all such changes at the AGM.

Implementation of supplementary charges for mailing institutional subscriptions, for 2008 renewals to USA ($8) and International ($15) was approved. *(Moved A. Behar, second T. Kelsall, carried)*.

Overall, David reported that the routine process of the Association is proceeding without major problems. *(S. Dosso moved acceptance of report, second C. Giguère, carried)*

Treasurer's Report

The Treasurer, Dalila Giusti, submitted a report and a preliminary financial statement, for the fiscal year to date. Most expenses were essentially as budgeted, and the conference in Halifax made a comfortable profit. It is a quite typical year in terms of cash flow, except that advertising revenue is delayed by a backlog in invoicing. The immediate problem is that interest on our capital fund has been very low and will not cover the anticipated $6250 for prizes in October 2007.

Investment strategy for the capital fund was discussed. Interest on GIC's and government bonds (our traditional form of investment) has risen noticeably. Two investment scenarios were submitted for consideration. It was agreed that approximately $220,000 should be invested using Scenario #1 (all GIC's); this will yield more than our annual prize total, with minimal risk. The Treasurer was requested to transfer $40,000 from operating to capital account and proceed with this adjustment of our investments. *(Moved R. Peppin, second R. Ramakrishnan, carried).*

Dalila noted her intent to propose a modest fee increase at the October meeting.

Handling payments by VISA causes operational problems for the treasurer and secretary, due to errors filling in the forms and changes in VISA accounts. Online payment via the website, using a service provider for secure transactions seems promising for both memberships and conference registration. However, the system has to provide suitable information for our records, and permit easy entry of credit card information submitted by mail. Stan will organize an ad hoc group (Dalila, Dave Q., Ramani, Dave S., Geoff, etc.) to investigate this quickly but thoroughly, and present a detailed proposal for e-mail approval by the Board as soon as feasible.

The Treasurer's report was accepted. *(Moved C. Wakefield, second A. Behar, carried.)*

Editor's Report

The Editor, Ramani Ramakrishnan, presented a brief report on issues related to content and publication process for *Canadian Acoustics*.

A special issue is planned in June 2007 featuring papers on medical ultrasound.

Ramani will be on sabbatical at Concordia next year, beginning in September. He anticipates that operation of the journal will proceed as usual, since most stages of publication are handled via email transfer of files. In that context, a template has been developed for authors wishing to submit papers via e-mail.

The major issue of discussion was a new initiative to move to online publication of the journal. One option would be to continue the pilot activity to convert old issues to pdf and develop our own system on the CAA website. However, Ramani is currently investigating another option that seems to offer better cost/benefit for CAA. A 4-year grant from CFI is financing a project to move small Canadian technical journals to online publication. The project includes conversion of old issues and mounting of old and new issues on a server operated by University of Toronto. The system includes password access capabilities, but older issues could be made freely accessible. Our publications would also be included in citation listings and readily accessible to search engines. Ramani will get further details, but was authorized to proceed at his discretion. *(Moved A. Behar, second C. Giguère, carried.)*

CAA Website

Stan Dosso led the discussion on the CAA website, on behalf of Dave Stredulinsky (who is ending his years as webmaster) and Geoff Morrison (who has offered to take over).

One immediate concern is improving the job posting pages using an online form for users to submit their data. The Board authorized spending up to $500 for this purpose. (Moved D. Giusti, second R. Ramakrishnan, carried.)

The option of online payment is under serious consideration for credit card payment of both memberships and conference registration. Dave has contributed strongly to researching our options. Now the Board wants to move ahead rapidly with implementing such a system, as discussed above in the Treasurer's Report.

CAA Conferences – Past, Present & Future

<u>2006 (Halifax):</u> The meeting at the Citadel Hotel in Halifax on 11-13 October 2006 was very successful. The final report has not been submitted, but Nicole Collison, the Chair, provided a preliminary report. Total attendance was 100, with a wide variety of papers, well-attended plenary sessions, 9 exhibits, and outstanding social events. Financially, net income was $4117. The Board expressed their satisfaction with a job well done by the Halifax team.

<u>2007 (Montreal):</u> The organizing team is proceeding with arrangements, led by Rama Bhat of Concordia University. Conference sessions will be in the Engineering and Visual Arts Building at Concordia. See *Canadian Acoustics* and the website for details.

<u>Vancouver (2008)</u>: A team to organize the conference has been confirmed, with Murray Hodgson as Chair.

Awards

Christian Giguère presented a report. The submission deadline has just passed, and there appear to be valid applications for all awards. Rules for two specific prizes were considered:

- For student presentation awards at the conference, it was agreed that the judging process should be handled at discretion of the coordinator (currently A. Behar), with the guidance that having more papers per judge is desirable and using raw judging scores is acceptable. For student presentation awards, the Board authorized funds for up to four prizes of $500; four will be awarded if there is a tie for third place. *(Moved D. Quirt, second S. Dosso, carried.)*
- For the Canada-Wide Science Fair, the Board confirmed the previous e-mail ballot to award a prize in the junior category this year ($1000 cost), and supported including a brief paper in *Canadian Acoustics,* as in 2006. *(Moved D. Giusti, second A. Behar, carried.)*

A master list of award winners is nearly finished and will be added to the CAA website. The Board thanked Christian and his Coordinators.

Adjournment

Meeting adjourned at 2:10 p.m.
(Moved D. Quirt, second A. Behar, carried.)