Canadian Acoustical Association

Minutes of the Board of Directors Meeting
9 October 2007
Montreal, Québec

Present: Stan Dosso (chair), Nicole Collison, David Quirt, Rich Peppin, Christian Giguère, Ramani Ramakrishnan, John Bradley, Clair Wakefield

Regrets: Alberto Behar, Dalila Giusti, Tim Kelsall, Geoff Morrison, Vijay Parsa

The meeting was called to order at 7:05 p.m. Minutes of Board of Directors meeting on 12 May 2007 were approved as published in Canadian Acoustics (June 2007 issue). *(Moved R. Peppin, second C. Wakefield, carried).*

President's Report

Stan Dosso reported that there have been no major problems in the affairs of the Association. He emphasized the need to continue recent progress on updating our website to provide more services, to move to online publication of Canadian Acoustics, and to enhance processes to support the Treasurer and Secretary. He noted that this is his last meeting as Chair, and thanked the other members of the Board for continuing support through his four years as president. *(R. Peppin moved acceptance of report, N. Collison second, carried)*

Secretary's Report

David Quirt reported that memberships are quite steady; last year's total was 380 on 4 Oct. and this year's total on that date is 370.

Mailing list (20 April)	**Canada**	**USA**	**Other**	**Change**
Member	209	19	9	**+13**
Student	52	1	6	**-19**
Sustaining	41	3	1	**–2**
Direct	3	2	–	**– 2**
Indirect	10	9	4	**+2**
		Total = 370		**(Down 10)**

Payments by VISA remain just above 40%, and online payment has still not been implemented. Updating of membership address data including e-mail was continued in the renewal process; we have working e-mail addresses for 70% of the members.

Secretarial operating costs for FY2006/07 were $1290 (slightly lower than last year), mainly for mailing costs and postal box rentals. A budget allocation of $1200 for next year is requested.

Issues of Noise News International were mailed as they arrived, to 49 members who requested this option, and shipment from the publisher in the USA has improved from the former pattern of at least 6 months late.

With respect to CAA communications, David noted that forms were received and processed for annual filing with Corporations Canada, and memberships for I-INCE and ICA. Overall, routine business of CAA is proceeding without major problems. *(R. Peppin moved acceptance of report, N. Collison second, carried)*

Treasurer's Report

The Treasurer, Dalila Giusti, was unable to attend, but submitted a report and a preliminary financial statement, for the fiscal year.

Most expenses were essentially as budgeted, and the conference in Halifax made a comfortable profit. It is a typical year in terms of cash flow, except that advertising revenue is down (due to invoicing and payment delays) and interest on our capital fund was only $3300 (which will not cover the anticipated $6250 for prizes in October 2007). This is not a critical problem, since we have a substantial cash balance.

Implementation of a new investment strategy for the capital fund is proceeding as authorized at the Board meeting in May. This should raise the

annual income from the capital fund to approximately $9000 in future years.

The Board discussed immediate steps to deal with collection of outstanding advertising fees for the journal.

Stan has organized an ad hoc group (Dalila Giusti, Dave Quirt, and Geoff Morrison) to plan and implement online payment via the website, using a service provider for secure transactions. This is proceeding very slowly, but they will present a detailed costing proposal for e-mail approval by the Board as soon as feasible.

Dalila proposed that we shift our financial year to end on 30 June, so we could have audited reports available for the AGM in October. This was discussed – it is a two-year process to amend our bylaws, and the benefit was questioned. This topic will be discussed at the next Board meeting in spring of 2008.

Dalila proposed a fee increase, to be presented to the AGM at the October meeting, and the Board agreed, after some discussion. A budget for 2007/08 was also presented; the only change suggested was an amendment to allot $1200 for secretarial expenses.

The Treasurer's report and the proposed budget (as amended) were accepted. *(Moved R. Peppin, second S. Dosso, 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 of Canadian Acoustics featuring papers on medical ultrasound was published in June 2007. Another special issue featuring papers from a conference is planned for March 2008.

Ramani is on sabbatical (from September 2007) but expects that operation of the journal will proceed normally, since most stages of review and publication are handled via email.

The major issue of discussion was the continuing initiative to establish online publication of the journal. A project to move small Canadian technical journals to online publication has been financed through a university grant. 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 be readily accessible to search engines. Trial issues will be mounted by the end of 2007, and passwords will be distributed to Members as part of the annual receipt/invoice process. At this stage, there is no direct financial cost to our Association.

(Acceptance of report moved R. Peppin, second N. Collison, carried.)

CAA Website

Stan Dosso led the discussion on the CAA website, on behalf of Geoff Morrison who has recently assumed the role of Webmaster but could not attend.

The key issue is implementing online payment by credit card for both memberships and conference registration. The Board wants to move ahead rapidly with implementing such a system, as discussed above in the Treasurer's Report. Once detailed costs have been established, and authorized by a ballot of the Board, a new payment system will be implemented - hopefully in time for this year's membership renewal process.

CAA Conferences – Past, Present & Future

CAA-2006 (Halifax): Nicole Collison, who was conference Chair, submitted a thick report with several appendices useful for organizing future meetings. 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 including $620 for new memberships. The Board expressed their thanks for a job well done by the Halifax team.

CAA-2007 (Montreal): A preliminary report by the Chair, Rama Bhat indicated all aspects of the conference are proceeding well. Conference sessions are in the Engineering and Visual Arts Building at Concordia. There are an exceptionally high number of student presentations, and several organized sessions. This meeting has many

variations on our traditional approach to meals and events included in the registration fee.

The facilities at Concordia are quite different from those in a hotel, and this led to a general discussion by the Board of how we should mesh the exhibits with sessions at future meetings. It was agreed that Rich Peppin should pursue this with the organizers for the next meeting.

CAA-2008 (Vancouver): A team to organize the conference has been confirmed, with Murray Hodgson as Chair. At the time of the Board meeting, arrangements were not final. See the first announcement of conference details in this issue of *Canadian Acoustics*.

CAA-2009 (???): Suggested sites were the Toronto area (perhaps Niagara?), or Calgary area (perhaps Banff?), but no volunteers yet.

InterNoise 2009 (Ottawa) is a joint venture of CAA and INCE-USA. A report was received from Trevor Nightingale, the conference Chair. Key arrangements have been confirmed; the conference will be held in the Westin Hotel in downtown Ottawa on 23-26 August. Press releases and the first call for papers are planned through the coming year.

ICA 2013 (Montreal) is a joint venture of CAA and ASA. A report was received from Mike Stinson, the conference Chair. The ICA has accepted the Canadian bid for the conference (over strong competition from Brazil). Key arrangements have been confirmed; it will be held in the Palais des congrès in Montreal on 2-7 June 2013.

Awards

Christian Giguère presented a detailed report summarizing decisions by the coordinators for all CAA awards. There were applications for all awards except the Directors' Prize for student papers in *Canadian Acoustics*, and the winners have been selected. Winners were announced at the banquet on 11 October, and in this issue of *Canadian Acoustics*.

A master list of award winners is ready and will be added to the CAA website, together with minor updates of prize details. It was agreed that details about prizes in the CAA Operations Manual should be deleted, to avoid conflicts with the Awards pages on the website (intended as the primary reference on Awards). The Board thanked Christian and his Coordinators.

Nominations

John Bradley presented a list of nominees for positions on the Board and Executive. Stan Dosso has decided not to seek re-election, after four years as our President. Four Directors are at the end of their terms; two of these Directors (Alberto Behar and Vijay Parsa) have agreed to stand for a one-year extension of their terms. The Board endorsed the suggested nominees for all positions. (Election followed at the Annual General Meeting, as required by CAA bylaws; see AGM report.) The Board thanked Stan and the outgoing Directors (Christian Giguère and Anita Lewis) for their years of contributions to the Association.

Other Business

As planned, David presented a preliminary set of options for new membership categories and fees, and this induced lengthy discussion. Terms for Life Member will be developed and discussed at a future meeting. Proposals for Retired Member and Fellow were discussed, and consensus was established on the basic rules and process for such extensions. It was agreed that these should be integrated with proposed fee changes, for presentation to the Annual General Meeting, following our tradition of approving all such changes at the AGM.

Adjournment

Meeting adjourned at 10:13 p.m. *(Moved R. Ramakrishnan, second N. Collison, carried.)*