

Canadian Acoustical Association
Minutes of the Board of Directors Meeting
26 April 2008
 Toronto, Ontario

Present: Christian Giguère (chair), Dalila Giusti, David Quirt, Alberto Behar, Rich Peppin, Stan Dosso, Tim Kelsall, Clair Wakefield, Vijay Parsa, Frank Russo, Jérémie Voix

Regrets: Ramani Ramakrishnan, Nicole Collison

The meeting was called to order at 10:06 a.m. Minutes of the Board of Directors meeting of 9 October 2007 were approved as published in Canadian Acoustics (December 2007 issue). *(Moved A. Behar, second S. Dosso, carried).*

President's Report

Christian Giguère reported that there have been no major problems in the affairs of the Association. He suggested that the current priority is to update the website by adding online capabilities to support the Treasurer and Secretary. He noted the addition of new members, and welcomed Frank and Jérémie to the Board. He noted that David has requested replacement as Secretary in the fall.

One item arising from the President's report was debate of a request received from IC BEN to sponsor their upcoming conference. It was decided that CAA would not provide financial support *(Moved A. Behar, second R. Peppin, carried)*

Secretary's Report

David Quirt reported that routine processes of the Association are proceeding with few problems. Secretarial operating costs for the year to date were \$774 (similar to last year), mainly for mailing costs and postal box rentals.

To ease membership renewal, the Secretary and Treasurer have continued the option of payments by VISA; about 39% used this method. Online handling of the payment process and updating of membership address data are anticipated. (See Website report.)

Issues of Noise News International were mailed to 45 members who requested this option, and are now arriving from the publisher in the USA shortly after the cover date.

With respect to routine CAA communications:

- Forms for annual filing with Corporations Canada have just been received.
- Invoice from I-INCE has been received and transferred to Treasurer for payment.
- Invoice from ICA was processed earlier.

David reported that memberships have risen. Renewals are essentially unchanged from last year, but many new members were enrolled at the Montreal conference. Last year the total was 338 on 20 April, and this year's paid-up total on that date is 377.

| Mailing list (20 April) | Canada | USA | Other | Change |
|--------------------------------|--------------------|------------|--------------|---------------|
| Member | 215 | 20 | 9 | +20 |
| Student | 60 | 1 | 5 | +19 |
| Sustaining | 36 | 3 | 1 | – |
| Direct | 3 | 1 | – | – |
| Indirect | 10 | 8 | 4 | – |
| | Total = 377 | | | +39 |

As usual, this report prompted discussion of possible changes in membership categories, and the related issue of promoting increased membership.

The category of Direct Subscriber has dwindled, and it was agreed that this option should be eliminated before implementation of online processing. The Secretary was delegated to contact these subscribers to implement conversion to Member or some other option.

(Moved D. Giusti, second T. Kelsall, carried)

The alternatives of keeping an annual membership period, or switching to quarterly start dates aligned with issues of *Canadian Acoustics* were discussed. The latter option would eliminate the significant effort to mail back issues to new members joining between January and August. Another option would be to keep a fixed annual period but align it with our financial year, beginning 1 September. It was agreed that we need a careful assessment of how this would mesh with our bylaws and accounting rules. An ad hoc group (Christian, Tim, Dalila, Dave) will seek expert advice and report to the Board at the next meeting

Rich launched a far-ranging discussion of options for promoting membership including: an online journal, conference enhancements such as tutorial sessions, online library of technical resources, some forms of professional recognition, and multi-year memberships. Other possible categories of membership were identified in previous minutes. It was agreed that such changes will be delayed until our enhanced website services are operational. Board members will send ideas to Rich, who will compile a report for the next meeting.

Treasurer's Report

The Treasurer, Dalila Giusti, submitted a report including a preliminary financial statement for the fiscal year to date. Most expenses were essentially as budgeted. The invoicing backlog for advertising revenue is nearly eliminated.

The immediate problem is that interest on our capital fund has been very low and will not cover the anticipated \$8950 for prizes in 2007/08. Investment strategy for the capital fund was discussed. Interest on GIC's and government bonds (our traditional investments) has dropped again. The Secretary will proceed with (previously authorized) adjustment of our investments, to ensure some yield on all funds.

Dalila noted her intent to propose a fee increase at the October meeting. The Treasurer's report was accepted. (*Moved S. Dosso, second V. Parsa, carried*)

Editor's Report

The Editor, Ramani Ramakrishnan, submitted a brief e-mail report on issues related to content and publication process for *Canadian Acoustics*. Ramani is on sabbatical until September, but operation of the journal is proceeding essentially as usual, since most stages of publication are handled via email transfer of files.

A special issue was published in March 2008, which featured papers from a workshop on acoustics of marine mammals. The intent is to publish a special conference issue each year.

The implementation of online publication of the journal has not advanced significantly.

CAA Conferences – Past, Present & Future

2007 (Montreal): No final report or transfer of funds has been received for the conference in Montreal.

2008 (Vancouver): Organization of the conference is on schedule, with Murray Hodgson as Chair. One interesting innovation is organizing room-sharing for students staying in the conference hotel. See the announcements in March and June issues of *Canadian Acoustics*.

2009 (Niagara): Organization of the conference is on schedule, with Moustafa Osman and Ramani Ramakrishnan leading the team.

Subsequent meetings: Sites for later meetings were discussed. Desirable options included Banff, Québec, or the Atlantic provinces, if teams can be established.

Awards

Frank Russo presented a report.

- The prize announcement is ready for the June issue of *Canadian Acoustics*.
- All the prize coordinators have agreed to continue for another term.
- For the Vancouver meeting, banquet tickets will be provided for winners who are registered.
- Submission deadlines are imminent, and there are applications for many, but not all, awards.

Some new ideas for award funding were discussed, especially for student presentations.

CAA Website

Christian led discussion on the CAA website, on behalf of Geoff Morrison (who is currently located in Australia).

The first issue was between the alternatives of customizing a complete package (several suppliers have association website packages) or developing additions for online integration of membership list and credit card payments into the existing site. After discussion of costs and risks, the Board decided to proceed with a custom system, with some refinement of the detailed specifications prepared by Geoff. Christian will relay specific changes decided by the Board, so Geoff can prepare a revised version for rapid e-mail review by the Board. The Board authorized funding of up to \$3500 to proceed with a development contract. *(Moved R. Peppin, second T. Kelsall, carried)*

The Board then discussed proposed options for online payments. Several options have been identified; cost comparison is complex. The Board expressed a preference for the system offered by TD Bank, rather than PayPal.

Other Business

Christian led the discussion on how to handle a ballot on "Survey Of Legislation, Regulations, And Guidelines For Control Of Community Noise" circulated by I-INCE to all member bodies (of which CAA is one).

The Board decided it is not appropriate for the Board members to approve/endorse such a report as the nominal voice of Canada or the CAA. After some discussion it was decided to (a) Abstain because we have no mechanism to endorse reports or recommendations, and (b) forward the report to CSA Committee Z107 who have a balanced membership matrix and established review process, so that they may submit comments in due course.

Adjournment

Meeting adjourned at 4:10 p.m. *(Moved D. Giusti, second C. Wakefield, carried.)*