

Canadian Acoustical Association
Minutes of the Board of Directors Meeting
25 April 2009
 Toronto, Ontario

Present: Christian Giguère (chair), Dalila Giusti, Rich Peppin, Stan Dosso, Tim Kelsall, Clair Wakefield, Vijay Parsa, Frank Russo, Jérémie Voix, Ramani Ramakrishnan, Sean Pecknold

Regrets: Roberto Racca, David Quirt

The meeting was called to order at 10:00 a.m. Minutes of the Board of Directors meeting of 5 October 2008 were approved as published in Canadian Acoustics (December 2008 issue). (*Moved T. Kelsall, seconded S. Dosso, carried*).

President's Report

Christian Giguère reported that it has been a very busy half-year for the CAA. On the one hand, an increasing number of organizations are seeking co-sponsorships with the Association for their own events, allowing showcasing the CAA at national and international acoustical conferences. At the same time, he mentioned that it is a challenge for a small, but broad, organization like ours to adequately cover all needs, as demonstrated by the recent formation of the Alberta Acoustics & Noise Association.

The main priority in the next few months remains the transition to online membership and database management capabilities to support the entire organization. Further ahead, the CAA should undergo to review its package of services and overall benefits to members to remain successful.

Christian welcomed Sean Pecknold as the new webmaster for the Association. He re-iterated the urgent need to find a new Executive Secretary for the Association.

Secretary's Report

The acting Secretary, David Quirt, submitted a written report outlining the current membership situation and administrative expenses. Christian Giguère summarized the report to the Board.

Routine mailings, bank deposits, annual filings, membership database management and other secretarial operational issues were handled as usual. The secretarial account balance was \$332 as of mid-April. Anticipated expenses for the remainder of the fiscal year will exceed the current balance, reflecting only a partial transfer

of the approved \$1500 budget at the beginning of the fiscal year.

Tallied on mid-April, year-on-year membership dropped from 377 to 334. The change was mainly due to a large surge in new members arising from the Montreal 2007 conference (78) versus the Vancouver 2008 conference (43). Renewals in response to the annual mailing were virtually identical from last year. Overall, this indicates that the increased membership following the Montreal conference has passed through, and that the core membership is essentially steady.

Paid (to 12 April)	Canada	USA	Intl.	Change	Overdue
Member	200	17	10	-17	53
Emeritus	1	–	–	0	
Student	38	3	3	-22	36
Sustaining	34	3	1	-2	3
Direct	3	1	–	0	1
Indirect	9	8	4	-1	1
	TOTAL = 334				

A discussion on membership followed, focusing on how to attract and retain people? Rich Peppin mentioned he had been asked in the past to suggest ways to help increase membership. Two possible ways explored were a better outlining of member benefits and the promotion of specialized conferences/events, e.g. a building acoustics stand-alone conference. Rich will distribute his background work and thoughts on the matter to the Board by email. He believes some of this work could be eventually put into a brochure or on the CAA website. It was agreed that this issue would become a main priority once transition to new

operational processes (online payment options & database) are underway.

Use of credit payment option (VISA) via mailing forms was 41% this year. Problems with this approach were re-iterated. A new process is needed.

(Acceptance of the report moved by R. Ramakrishnan, seconded T. Kelsall, carried.)

Treasurer's Report

The Treasurer, Dalila Giusti, distributed the unaudited financial statements from the Accountant for the last fiscal period (ending August 31, 2008) and submitted an update for the current financial situation.

Dalila indicated that the CAA finances are in reasonable shape. A large sum has been invested in GICs with the intent to cover award expenses. She indicated that the Shaw award was not distributed at the end of 2008 and this will help immediate finances.

Dalila reported that there were acute problems with handling VISA payments this year. Credit card companies have been replacing cards for their clients at a much higher rate than previous years to reduce the risk of fraud in the current credit crunch environment. Combined with the inherent delay in processing CAA membership payments, a large number of members had to be contacted to refresh credit card information. She also indicated that after 2010 we will no longer be able to process VISA payments the way we currently do via the telephone. This again points to an urgent need to move quickly with online payments.

Dalila also re-iterated the need to change the fiscal year-end from August 31 to June 30 to help better manage the Association and provide timely financial statements to the Board. Dalila will check with the accountant to ensure there are no unforeseen issues, and Christian will contact David Quirt to ensure we proceed according to our bylaws. The CAA membership was given advance notice at the last AGM in Vancouver (Oct. 2008) and in the December issue of Canadian Acoustics.

(Acceptance of the report moved by R. Peppin, seconded R. Ramakrishnan, carried.)

Editor's report

Ramani Ramakrishnan discussed some suggestions for an online approach to Canadian Acoustics. There was a discussion on the pros and cons of an online versus hardcopy model for the Journal. The online model seems more appealing to the Board than during earlier discussions, though some Board members expressed a need for a hardcopy version. Ramani said it will be hard to do both. He will contact again U. Toronto regarding their online publication initiative for small Canadian organizations, and together with Frank Russo they will report back at the next Board meeting.

Regarding eventual online access to the Journal, it was re-iterated that only paid members would have access to the latest issues of the Journal. Also discussed was the possibility to create a page on the CAA website where back issues would be accessible (currently one sample issue is accessible). Sean Pecknold and Ramani will report back on this possibility.

CAA Conferences – Past, Present & Future

2008 Vancouver: Murray Hodgson sent his final report. There were of total of 191 participants (including 24 exhibitor companies, 47 students, 13 volunteers and 2 guests). Gross profit was about \$3800. Accounting for seed money and new member fees, there was a small net loss of about \$400. Murray re-iterated the importance of negotiating a conference room-rental charge with a sufficiently fine incremental scale in case the number of hotel nights booked by participants do not meet targets.

2009 Niagara-on-the-Lake: Ramani R. reported that the organization of the conference is on schedule. Further solicitation for sponsorship and exhibitors will appear in the next Journal issue. Rich Peppin will prepare a form and invitation. Sponsors could consider bags, lanyards, USB keys, etc. Rich also suggested to attract permanent sponsors to purchase video projectors for the conference, which would save on rental fees annually. Tim Kelsall will look at the possibility to borrow projectors freely for the 2009 conference. Abstracts will be due June 1st.

Subsequent meetings: Christian Giguère reported on the difficulty of attracting a convener for Quebec city for 2010. He will try again in the next

few weeks and get back to the Board. Stan Dosso and Clair Wakefield expressed interest in organizing a future meeting, ideally in 2011, but possibly earlier if there is a need for 2010.

InterNoise 2009: CAA is a co-sponsor of the meeting, without financial obligations. The CAA has the opportunity to get a free booth, but needs to manage it. Suggestions were given in the form of a vertical banner, tablecloth and brochure. Former executive members are to be contacted to enquire on any material that may be readily on hand. Jérémie Voix, Tim Kelsall, and Ramani Ramakrishnan offered to help draft written material and graphics for a banner.

ICA 2013: CAA is a non-financial co-sponsor for this congress to be held in Montreal. Christian Giguère will remain in close contact with Mike Stinson and Gilles Daigle, the Canadian co-hosts, in view of the recent re-structuring of NRC. Mike and Gilles indicated that there is no change in plans at the moment.

Awards

Frank Russo reported that certificates and cheques for 2008 prizes were sent out. An email reminder was sent to the membership last week regarding the upcoming deadline for the 2009 prizes. He also reported some ambiguity in the wording of Shaw prize concerning "holding a PhD degree", as one of the eligibility conditions, in cases where applicants have not yet completed their PhD. After discussion, it was decided to leave wording as is and to leave it to the awarding committee to judge whether the candidate is in the very final stage of the PhD and that there is a realistic expectation (e.g. thesis submitted, defence planned, etc.) that the degree would be completed by the time the awards are announced publicly.

There was a discussion about the decision at the last Board meeting to get a CAA seal or embosser to stamp the awards in a more professional manner. Dalila Giusti suggested there may be some ramifications and special responsibilities related to possessing a seal. She will contact the accountant. Christian Giguère will contact David Quirt and inspect the bylaws. Dalila and Christian will report to the Board before we proceed.

CAA Website

Sean Pecknold has started to do some routine updates of the website. There is nothing special to report at this point.

Christian Giguère indicated that a substantial update of the Conference Abstract System (CAS) was necessary following our recent move to a new website provider to resolve some compatibility issues. Dave Stredulinsky very kindly contacted the DRDC contractor that built the initial system and suggested some further upgrades to make the system very portable from one conference to the other. Work is near completion and will be ready for Niagara 2009.

Other Business and issues

Earlier this year, the CAA received a mandatory request for voting from I-INCE on launching Technical Study Group 9 on "Metrics for Environmental Noise Assessment and Control". As per the new process described in the Spring 2008 BoD minutes, the documentation was sent to CSA Committee Z107 (Tim Kelsall) and ISO SCC Acoustics Committee (Stephen Keith) to seek their expert opinion on the matter. Their recommendation to CAA was to vote in favor of launching TSG 9, but to also add a comment to clarify that the main intent should be to supplement, not supplant A-weighted sound levels. (*Moved D. Giusti, seconded Vijay Parsa, carried*).

The International Institute of Acoustics and Vibration (IIAV) has invited the CAA to delegate an observer to their next Board meeting to be held in Poland during the ICSV16 conference in July. The Institute is likely seeking cooperative agreements from a wider range of associations. Christian Giguère will be at this conference and has offered to attend their Board meeting. He will report back to the Board.

Christian Giguère summarized some online membership payment options and the Board reiterated its go ahead decision in line with the funds authorized at the October 2008 BoD meeting. A transition team made of the President, Treasurer, Secretary and Webmaster will tackle remaining questions regarding enrolling into a professional association management software and report back to the Board before contracting a system. Tim Kelsall also suggested to look at the

model used by the Ontario Hygiene Association of Ontario (OHAO), which enrolls a private management company to deal manually with all routine secretarial issues. The OHAO is of similar size and has similar membership fees than CAA. Tim will contact Alberto Behar and report back to Christian.

Stan Dosso sought suggestions for new Board members to be appointed at the next AGM. Some names were circulated as potential new members and Executive Secretary. Dalila Giusti and others mentioned that new Board member

should become aware prior to appointment that there should be a realistic expectation of involvement into the affair of the Association and that new Executive officers are best prepared and selected from recent Board members.

Adjournment

Meeting adjourned at 3:15 pm. (*Moved by Dalila Giusti, seconded Tim Kelsall, carried.*)

Prepared by R. Peppin and C. Giguère.