

Canadian Acoustical Association
Minutes of the Board of Directors Meeting
Mississauga, Ontario
2 June 2012

Present: Christian Giguère (chair), Dalila Giusti, Chantal Laroche, Tim Kelsall, Ramani Ramakrishnan, Frank Russo, Kathy Pichora-Fuller

Participating by Videoconference: Stan Dosso, Roberto Racca, Clair Wakefield (in Victoria); Hugues Nélisse, Jérémie Voix (in Montréal).

Regrets: Sean Pecknold

The meeting was called to order at 10:00 a.m. Minutes of the Board of Directors meeting of October 11th 2011 were approved as published in the December 2011 issue of *Canadian Acoustics*. (Moved by Tim Kelsall and seconded by Ramani Ramakrishnan, carried).

President's Report

Christian Giguère reported that the CAA has had a string of very successful annual conferences in recent years, both technically and financially, which helped maintain our membership base and contributed positively to the finances of the Association. The annual conference continues to be a major source of new members, especially students. On other fronts, our Awards program and Journal are running strong, and the Acoustical Standards Committee is now fully operational.

Two priorities in the coming year are to support the organizers of the International Congress on Acoustics (ICA 2013, Montréal) and the International Symposium on Room Acoustics (ISRA 2013, Toronto) in attracting acousticians worldwide for these two upcoming international meetings in our country, as well as making progress on modernizing dues payment facilities for our members, which remains a recurrent challenge.

Secretary's Report

Chantal Laroche reported that routine processes of the Association are proceeding normally, and that additional efforts were focused this year on membership renewal, as well as on the update and maintenance of the member database.

With respect to routine CAA communications:

- Annual filing with Corporations Canada was submitted.
- Renewal to I-INCE has been paid by Dalila for 2011 and 2012

- Access Copyright: Business number sent in April 2012 and cheque (\$209.36) received during the same month.

Secretarial operating costs from January 1st 2012 to May 30th 2012 totaled \$907.40. An outstanding invoice of \$1000 to pay an assistant for help in maintaining and updating the member database, and ensuring follow-up for membership renewals (including sending out reminders) is also in effect. Finally, the Secretary is requesting a budget of \$1000 to reimburse postal box fees and to cover expenses for the rest of the fiscal year. Dalila has sent a cheque last week.

A large number of past regular and sustaining members were still receiving mailings from the Association, despite not having renewed their membership in the last few years. The database was updated to identify those members as "overdue". To ensure increased membership renewal, reminders were sent via email in May 2012 to all members who were sent invoices in 2012 for which payment was still not received.

Membership and renewals are significantly up from last year. To date, there are 336 active members (regular, emeritus, student and sustaining subscriber members), compared to only 232 reported last year during the Board of Directors Meeting held on October 11th 2011. Members who paid their membership fees in 2011 but have not yet renewed for 2012 are labeled as "Outstanding 2012". This number is down from last year and can be potentially explained by the change in renewal process, from email to back

paper invoices, and by increased follow-up efforts, including email reminders.

Category	Paid 2011	Paid 2012	Change from 2011	Outstanding 2012
Member	148	233	+ 85	13
Emeritus	2	2	0	0
Student	33	55	+ 22	6
Sustaining subscriber	49 (35*)	46**	+ 11***	3
Total	232 (218*)	336	+ 118	22

* 14 of the 49 sustaining subscribers listed in the table had not renewed their membership in 2011, reducing the actual number to 35, for a total of 218 active members in 2011.

** This is the actual number of paid sustaining subscribers for 2012. A total of 51 remain on the current back cover. The 5 outstanding sustaining subscribers (3 from 2012 and 2 from 2011) have been sent a last reminder for renewal on May 29th 2012.

*** This number is based on actual paid sustaining subscribers in 2011 and 2012.

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

Expenses for assistants to the secretary and treasurer were discussed and it was proposed to allocate \$1000 to both the treasurer and secretary for the next fiscal year (Sept. 1st 2012-August 31st, 2013).

The Board reiterated that sustaining subscribers are not considered regular members and need to pay regular membership for voting privileges during the Annual General Meeting and for participation in CAA functions. The renewal and application forms will be modified by Chantal to reflect this better.

Ramani and Roberto offered to look into the revamping of the dues payment process for members after the October conference, by switching to online payments and database management.

Tim and Dalila will look into liability insurance to protect the Board against eventual fraud.

Treasurer's Report

Dalila Giusti distributed a brief report and breakdown of CAA investment. She indicated that the finances of the CAA are in reasonable shape.

The CAA funds are currently invested in GIC's with maturity dates in 2013 and 2015. Only a small amount of interest was taken out of the investments to pay for the awards this year. As the CAA bank balances are healthy it was decided to leave most of the interest in the investments to generate larger returns.

A total of \$9,300.00 has been distributed in awards after the Quebec 2011 Conference. The Conference generated \$14,567.00 in net proceeds.

Most of the payments from membership and sustaining subscriber dues have been deposited into the CAA Operating Account. Efforts are being made to collect any outstanding amounts and deposit them into the account.

(Acceptance of the report moved by S. Dosso, seconded by R. Racca, carried.)

Dalila will try to recover unpaid invoices from the advertisers. More vigilance must be exerted to ensure that advertisers pay in a timely fashion.

Dalila will verify with the accountant if CAA can invest funds from the operating account, separate from the present capital fund.

Editor's report

Ramani Ramakrishnan reported that the June issue is being finalized next week upon reception of the Board minutes. The September issue will be dedicated to the Banff conference, and papers have already been identified for the regular December issue. Plans are being made for 2013.

As announced earlier, Ramani will not seek re-election as Editor-in-Chief. The Board has a plan in place and it will nominate Frank Russo at the next Annual General Meeting in October 2012.

The issue of entering into a contractual agreement with EBSCO for the distribution of Journal papers was discussed at length. It was decided to give permission to the Editor-In-Chief to sign an agreement with EBSCO, for the journal going forward March 2013, contingent that there is no counter-indication based on consultation with

knowledgeable authority. (*Moved by F. Dosso, Seconded by K. Pichora-Fuller, carried*)

Frank and others on the Board offered to consult with librarians at their institutions to check if there is no counter-indication into signing an agreement with EBSCO.

The issue of copyright for authors publishing in Canadian Acoustics was also discussed. The Editor-In-Chief will develop a copyright agreement for the March 2013 (vol. 41) onwards to enable the CAA to hold the copyright and the authors to keep their rights of distributing or re-using their own material. (*Moved by K. Pichora-Fuller, Seconded: by J. Voix, carried*)

It was not clear at this time if the CAA could enter into an agreement with EBSCO for past issues of Canadian Acoustics, given current the copyright agreement. It was proposed to publish prior issues on the website in .pdf format, except for those issues which span a 2-year period retrospectively from the current date. Christian will consult Sean Pecknold about this work.

Finally, Jérémie Voix discussed using open source on-line applications for the submission and administration of papers to facilitate the publishing process. Jérémie will report later.

CAA Conferences – Past, Present & Future

2011 Quebec City: The Conference Chair, Christian Giguère, provided the Board with a final account of a very successful conference in Québec City. A total of 115 technical and plenary presentations were delivered, and over 190 attendees participated in the technical program, standards meeting and/or exhibitor show. The conference attracted 74 new members, 44 of which were students. The Conference Chair thanks all members of the local organizing committee, the many volunteers on the floor of the conference, and our sponsors and exhibitors.

2012 Banff: Stan Dosso presented the Organizing Committee and gave an update on the meeting to be held at the Banff Park Lodge Resort and Conference Centre on October 10-12. The Centre boasts excellent conference facilities at an outstanding location on the banks

of the Bow River, 2 blocks from the Banff dining/shopping district. The conference will be structured as for past meetings and held over two and a half days of plenary and technical sessions from Wednesday to Friday. A welcome reception will take place on Wednesday evening. Thursday will showcase the Exhibition with the Annual Banquet and Awards Ceremony in the evening. Sponsorship opportunities are still available.

Registration will open in early June and remain open until the conference. Attendees will be able to use online credit-card payment facilities for registration from the conference website.

2013 ICA Montreal: This will be a joint ICA/ASA/CAA meeting. Michael Stinson enquired about the possibility that CAA proposes special sessions for the meeting. Proposals need to be in by the end of July. Kathy and Tim will help coordinate the CAA effort by identifying possible special sessions and chairs in specific areas (suggestions of themes from the Board include: music, auditory cognition, noise control engineering, wind turbine noise, and occupational noise). Christian will contact Michael Stinson for the exact details needed.

2013 ISRA Toronto: John Bradley and John O’Keeke are the main organizers of this CAA-sponsored symposium. Christian will enquire with them if they are planning a special issue in Canadian Acoustics.

Subsequent meetings: Several venues were discussed for the 2014 conference. Winnipeg has been identified as a strong possibility. Christian will do the follow-up. Some members have expressed an interest in organizing a meeting in Ontario, which would fit well for 2015. Kathy Pichora-Fuller also mentions that the International Congress in Audiology will be held in Vancouver in 2016. It could be a good opportunity to hold the CAA conference around that time.

Awards

Frank presented an update for the awards. All awards and cheques for 2011 have been sent. The deadline for 2012 applications has passed (April 30). The individual prize coordinators are in the process of identifying the winners (June 15).

Frank has written the descriptions of the two new graduate prizes, one in Architectural Acoustics and one in Psychological Acoustics. These prizes will first be offered in 2013 and will be worth \$500 each. At the same time, the Bell prize in Speech Communication and Hearing will be reduced from \$800 to \$500 to match other graduate awards, and the two Directors' awards will be worth \$250 each (down from \$500).

Because of growing service to the journal and sabbatical plans, Frank is stepping down as Awards Coordinator effective immediately. Hugues Nélisse will now start to replace Frank as the Awards coordinator. Also, Kathy will replace Murray Munro for the Bell Student Prize.

Kathy asked why some prizes have a name associated with it, and recommended that when awards are handed out during the annual meeting, the history behind the awards be mentioned. A related issue, naming other awards, will be discussed during the October annual meeting.

Acoustical Standards Committee

Tim Kelsall reported that the CAA Standards Committee met on Wednesday May 30 at the Hatch offices in conjunction with the CSA Hearing Conservation TC which Tim also chairs. Minutes of the meeting are being prepared and will be forwarded to the Board when received.

Documents have been circulated within the Committee and CAA Board to formalize the standards voting process. A motion was placed for CAA to approve the list of CAA standard voting body qualifications and voting procedures. (*Moved by T. Kelsall, Seconded by D. Giusti, carried*)

The following individuals have been nominated by the CAA Standards Committee as Voting members:

Tim Kelsall (chair), ON, consultant
Tony Brammer, ON, Government

Brian Howe, ON, consultant
Bill Gastmeier, ON, consultant
Cameron Sherry, PQ, interest
David Quirt, ON, ON, research
Stephen Keith ON, Government

A motion was placed for CAA to approve the list of 7 voting members above. (*Moved by T. Kelsall, Seconded by C. Wakefield, carried*)

As the group of voting members does not adequately represent Canada geographically or a sufficient range of specialties within acoustics, Tim (with Bill Gastmeier's assistance) approached other CAA members about joining as Voting Members at Large to complete the voting body up to a maximum of 12 voting members. Tim invited Board members to submit other names.

Tim expects the first version of the CAA Guide to Acoustic Standards to be ready for ballot by the end of the year. Cameron Sherry and David Quirt have received material from the other subcommittee chairs and have now formulated guidelines on how to treat that material.

Tim is also looking for someone to coordinate the French translation of the Standard Guidelines when it is finalized. Christian offered to help Tim on this matter. Tim was also looking for a Standards web person who would take over the standards web page and ensure it contained up to date material useful to our members.

CAA Website

Christian will talk to Sean about updating and refreshing the contents of the website.

Other Business and Issues

Review the process for identifying Emeritus members for discussion at the next Board meeting in October 2012.

Adjournment

Meeting adjourned at 2:50 pm. (*Moved by C. Laroche, seconded T. Kelsall, carried*).