

**Canadian Acoustical Association**  
**Minutes of the Board of Directors Meeting**  
 Teleconference  
 November 9th, 2013

Present: Christian Giguère (chair), Jérémie Voix, Hugues Néliste, Stan Dosso, Dalila Giusti, Chantal Laroche, Roberto Racca, Kathy Pichora-Fuller, Frank Russo, Bill Gastmeier

Regrets: Sean Pecknold, Bryan Gick, Clair Wakefield

The meeting was called to order at 10:07AM. Minutes of the previous Board of Directors' meeting on June 4th 2013 were approved with a minor correction to the Membership table. The 2<sup>nd</sup> column should have read "Paid 2013" instead of "Paid 2011" (*Moved by J. Voix, seconded by S. Dosso, carried*).

**President's Report**

Christian Giguère thanked everyone involved in various initiatives over the past six years, such as the online membership, online publication of Canadian Acoustics, the new website, and new awards. He is looking forward to supporting the Association in his new role as Past President. He welcomed Frank Russo as the new President-Elect, effective after the Board Meeting, and thanked him for his continued and accrued involvement in the CAA. He also expressed gratitude towards the exiting Past President Stan Dosso for many years of service with the Executive and as Convenor of the 2010 and 2012 AWC meetings. (*Approval of report moved by C. Laroche, Seconded by F. Russo, carried*)

Board members thanked Christian for his very valuable contribution as President of CAA for the last 6 years.

| Category              | Paid 2013 (Nov. 2013) | Paid 2013 (June) | Change from 2012 |
|-----------------------|-----------------------|------------------|------------------|
| Member                | 292                   | 290              | + 18             |
| Emeritus              | 1                     | 1                | 0                |
| Student               | 81                    | 78               | + 7              |
| Sustaining subscriber | 53                    | 51               | + 6              |
| Indirect subscribers  |                       |                  |                  |
| - Canada              | 9                     | 9                | 0                |
| - USA                 | 6                     | 6                | 0                |
| - International       | 5                     | 5                | 0                |
| Direct subscribers    | 5                     | 5                | 0                |
| ICA Special (free)    | 61*                   | -                | -                |
| <b>Total</b>          | <b>452</b>            | <b>445</b>       | <b>+ 31</b>      |

\*Not included in the total

**Secretary's Report**

Chantal Laroche reported 452 active members, up by 31 from last year (See Table). Not included in the total are 61 ICA special members who received a 6-month free membership at ICA in Montreal (free internet access to Canadian Acoustics). Seeing that they did not have access to the June and September issues, due to a delay in production, it was suggested that these members only be solicited in January (after a special mail offer of the September issue) to renew their membership as regular paying members.

There were no operating costs from June 1<sup>st</sup> to October 31st 2013, and the account balance totals \$724.38. Board members discussed mailing costs for international and USA indirect subscribers. Chantal will inquire about supplemental costs for shipping Canadian Acoustics outside Canada and send the 11 members concerned a notice regarding these extra costs.

(*Approval of report moved by F. Russo, Seconded by Roberto Racca, carried*)

## Treasurer's Report

The Treasurer, Dalila Giusti, submitted a report comparing proposed and actual budgets. CAA finances are in reasonably good standing. While the Banff 2012 Conference generated \$21300 in revenue and the ISRA meeting (Toronto) generated a surplus of \$6800, a possible deficit may be incurred at ICA 2013 (Montreal). Finally, \$6650 was distributed in awards at the 2013 ICA/CAA Joint Conference.

Dalila noted that revenue from advertising fees was down in 2013. Frank will inquire with the Advertising coordinator, Clair Wakefield, about this issue and his role in collecting these fees. A proposal was brought forward to review the "CAA Operation Manual", particularly to better define Board member roles. No increase in dues is proposed for 2014.

*(Approval of report moved by J. Voix, seconded by Bill Gastmeier, carried)*

## Editor's Report

Frank Russo provided an update on the delay for the June and September issues, which are now expected to be sent out on Nov. 20<sup>th</sup> (June issue) and on Dec. 4<sup>th</sup> (September issue). The December issue is scheduled for Dec. 20<sup>th</sup>. Paper acceptance rate is about 2/3. Transition in the role of editor, from Frank Russo to Jérémie Voix, should be completed by March 2014.

After discussion, a motion was put forward to approve the EBSCO licensing agreement, and the Author's declarations and new copyright clauses for publishing in Canadian Acoustics *(Moved by F. Russo, Seconded by C. Laroche, carried)*

Christian Giguère and Roberto Racca will ask a lawyer to review the final version of the copyright clauses, before translation into French. Frank Russo and Chantal Laroche (or Dalila Giusti) will sign the final licensing agreement, which will be sent to EBSCO for approval. Christian will ensure adequate follow-up.

## CAA Conferences – Past, Present & Future

2013 (Montreal, ICA 2013): This meeting is deemed to be the 3<sup>rd</sup> largest meeting ever held in in Acoustics and it was a huge success on the technical front. However, the meeting may be heading towards a financial deficit. Audit results conducted on behalf of ASA are expected by spring 2014. Board members thanked Mike Stinson for his work in organizing such a large conference.

2013 (Toronto, ISRA 2013): The Board thanked John Bradley and John O'Keefe for their detailed report on the very successful ISRA meeting. The meeting generated \$6800 in surplus for CAA.

2014 (Winnipeg): Karen Turner, in charge of local organization, is still gathering information on hotel venues. Ramani Ramakrishnan will act as the Technical chair. The Exhibitor coordinator is still to be decided, but we have a prospect. Academics in Speech from U. of Manitoba will also be approached to get involved in the meeting's organization as well as Patrick Oliver at Price. Jérémie Voix proposed using an online conference system and will send information to Christian Giguère for consideration.

2015: Halifax is still an option. Sean Pecknold informed Christian Giguère through email that he'll check with his organization. Roberto Racca could be of some assistance in conjunction with JASCO Applied Sciences office in Halifax.

2016: The wider Toronto area was proposed as the venue by Christian Giguère since many active CAA members could help organize the conference, and some have approaching him in this regard. Kathy Pichora-Fuller mentioned that the World Congress in Audiology will be held in Vancouver (Sept. 18-22, 2016) and suggested Vancouver as an alternative, with a one-day overlap in the two meetings to facilitate session sharing or back-to-back meetings.

Christian Giguère will follow-up on these meetings.

## **Awards**

Hugues Néliste presented a report summarizing decisions from all individual prize coordinators. Winners were announced at the joint ICA/ASA/CAA Awards Ceremony on June 5<sup>th</sup>. The Directors' awards have been selected and Dalila Giusti will send awardees their prize money. The John Bradley scholarship, announced at the ISRA meeting in Toronto, will be discussed at a later date by an adhoc committee (Christian Giguère, Kathy Pichora-Fuller, Hugues Néliste (Chair), John O'Keefe and John Bradley) to better define the designation of this scholarship, which should reflect the interdisciplinary work of John Bradley. Clair Wakefield will replace Murray Hodgson as the new coordinator of the Eckel Student Prize in Noise Control.

## **Acoustical Standards Committee**

Tim Kelsall, Chair of the Committee, was invited to present the Terms of reference of the CAA Technical Committee on Standards, which started its activities in 2010, and asked the Board to approve these and to post them on the CAA website. *(Moved by Bill Gastmeier, Seconded, Kathy Pichora-Fuller, carried)*

Tim Kelsall also presented the Copyright Assignment between the Canadian Standards Association (owner of certain copyrights in the literary work entitled Z107.10, Guide For The Use Of Acoustical Standards In Canada) and the Canadian Acoustical Association. This assignment will be signed by two members of the Executive Board *(Moved by Bill Gastmeier, Seconded by F. Russo, carried)*.

Before posting the CAA Guide for the Use of Acoustical Standards in Canada on the CAA website, Board members want to review the final document for approval. Production of the French version was also discussed, but no resources are readily available at the moment. Given the highly technical nature of the

document, the Board indicated that the Committee could explore producing a bilingual Guide where the core structure of the document would be in both languages but the technical content (e.g. standards' summaries) only in the language(s) where it is available. Christian will follow-up with Tim Kelsall.

## **CAA Website**

Sean Pecknold sent his report and Christian Giguère updated the Board members. Changeover to the new Wordpress website seems to have been smooth. Similarly, updated website contents are fairly straightforward. 2013 Awards listings will be posted on the website by December. As the online journal migration to the CAA website server remains problematic, the Board indicated that a move to another webhosting provider can be evaluated.

## **New logo**

A proposal was made for the graphic designer to prepare a letterhead version of the logo and to improve its resolution. Replacing the current logo text (Canadian Acoustical Association/Association canadienne d'acoustique) by CAA/ACA was also recommended. Frank Russo will follow-up on these issues.

## **Adjournment**

Meeting adjourned at 1:10PM *(Moved by J. Voix, seconded by C. Laroche, carried)*

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