Minutes of the Board of Directors Meeting
Harrow Room, Fairmont Hotel, Winnipeg
October 8, 2014


Minutes taken by Kathy Pichora-Fuller.

The meeting was called to order at 17:40.

Minutes of the previous meeting of the Board of Directors (teleconference meeting on May 3rd 2014) were approved without correction.

(Approval of minutes moved by Christian Giguere, seconded by Roberto Racca, carried).

President’s Report (Frank Russo)

a. Transition Update (moved to later in the agenda).

b. New CAA Logo: A final decision about the new logo was deferred from the last meeting. A draft version of the logo currently appears on the association website. Three versions of the logo are needed for different purposes: one for letterhead, another “square” format for artwork, and one for online uses (website/journal/conference). Final modifications must be completed so that the artist who prepared the draft logos can be paid. There was agreement that a standard and consistent look with one colour scheme is preferable to multiple colour schemes. Frank will finalize the three versions of the chosen logo and to supply copies and captions regarding their use. The digital files for the versions of the chosen logo will also be made available on the CAA website for future use.

c. Donation Inquiries:

i. Hugh Jones, a founder of CAA suggested that he would donate $25,000 to be used for an award for physical acoustics named for himself and his wife. However, multiple attempts have failed to track down details regarding the method of donating the funds which are apparently invested in a trust fund, and we are unable to provide a tax receipt by the October 15th deadline if CAA has not received the funds. It was decided that, although we respect the goal to establish an award in physical acoustics, it is not possible to proceed until the transaction is completed and the conditions for use of the funds are clarified and approved.

ii. Guidelines should be developed in regard to handling charitable donations (and receipts for donations) and estate planning and endowment requests. Such guidelines might establish new practices such as acknowledging multiple donors to existing prizes rather necessarily creating new awards with new name for each donation, creating an option to donate to CAA to be included with the membership dues invoice, documenting procedures for the treasurer regarding use of endowment funds in years when prizes are not awarded, and clarifying procedures for accepting donations of cash and other assets.

d. INCE Library Proposal

i. We received a communication stating that the Board of Directors of I-INCE has approved the proposal initiative of a joint I-INCE INCE/US Conference Paper Digital Library to give our members access to this digital library of conference papers published at past INTER-NOISE and NOISE-CON conferences. However, details about the method by which we would gain this access were not provided, nor was a price specified, but assuming CAA would be considered a medium-size organization then the fee would likely be $150/year. Jérémie Voix encouraged the idea to increase value to CAA members and will find out more about the proposal and report back.

Motion: That a sub-committee be formed to develop the guidelines on charitable donations, with the sub-committee to be chaired by Hugues Nélisse, with Alberto Behar, Dalila Giusti, and Bill Gastmeier as members. (Moved by Sean Pecknold, seconded by Alberto Behar, carried).

ACTION: Frank Russo to finalize three versions of logo and supply copies and captions for their use, with digital materials for future use to be made available on the CAA website.

ACTION: Hugues Nélisse to meet with the designated sub-committee members to prepare the guidelines on charitable donations for review at the next Board meeting.
**ACTION:** Jérémie Voix to find out about the method of access and cost and report back to the Board.

**Report on the Standards Committee (Tim Kelsall)**
The CSA Standards Committee met just prior to today’s Board meeting.

a. The committee undertook writing a CAA Guide to Acoustical Standards. The Guide is a compilation of standards from Canada and elsewhere that are of interest to Canadians. An amended version of the Guide including a legal notice to limit the liability of the CAA for its contents was presented to the CAA Board in May 2014. Translation costs were found to be prohibitive so at present the Guide retains documents in English but only provides titles in French. Following the approval of the CAA Board at its May 2014 meeting, Tim Kelsall sent a copy of the Guide to Sean Pecknold to be posted on the CAA website.

b. The committee continues to attend and monitor activities at Canadian Standards Association and international meetings.

c. Christian Giguère is working on the new CSA Z107.56 method for sound measurement under headsets based on the signal-to-noise ratio being set to +15. Tim Kelsall introduced this work to the ISO technical committee to see if could be turned into a standard related to ear protection. Tim Kelsall, Stephen Keith and Alberto Behar are currently looking at the best ISO committee for this, probably either Hearing Protection or Occupational Noise Measurement.

d. John Swallow is working on acoustical standards in health care settings.

e. Jérémie Voix expressed interest in including material about standards in the journal.

f. It was agreed that the CAA would continue to cover costs for a room and food for Canadian Standards Association acoustical group at the CAA annual conference and that information about these arrangements be included in the conference manual.

**Secretary’s Report (Dalila Giusti)**

a. Chantal Laroche, who was elected as CAA Secretary, submitted her resignation on August 18, 2014. Since her resignation, the duties of the secretary have been covered by Dalila Giusti and Jérémie Voix, with Kathy Pichora-Fuller agreeing to take minutes.

b. Dalila Giusti provided a summary of information about the 2014 membership based on the CAA database (data extracted with assistance from Jérémie Voix), Paypal account information and Chantal Laroche’s records of cheques. It was noted that the membership numbers provided in previous secretary’s reports (last three reports) were inaccurate because inactive (lapsed) members had been included.

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
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<tbody>
<tr>
<td>Member</td>
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<tr>
<td>Student Member</td>
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<tr>
<td>Sustaining Member</td>
<td>33</td>
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<tr>
<td>Emeritus</td>
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<tr>
<td>Direct Subscriber</td>
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<tr>
<td>Indirect USA</td>
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<td>Indirect International</td>
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<tr>
<td>Indirect Canada</td>
<td>7</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>257</strong></td>
</tr>
</tbody>
</table>

c. Jérémie Voix and Dalila Giusti will prepare procedures for use by the next secretary so that there is a reliable cross-check between records from Paypal and cheques. Those who were late payers in 2013 and dues for 2014 were reconciled.

d. Chantal Laroche sent files by dropbox but no physical files were sent to Dalila. The TD Bank account and mailbox did not move yet. The new secretary will need to take over responsibility for the physical files, the bank account and the mailbox.

e. The secretarial account has approximately $500.00, which is sufficient for now.

*(Motion to approve the report by Alberto Behar, seconded by Sean Pecknold, carried).*

**ACTION:** Jérémie Voix and Dalila Giusti to prepare procedures for next secretary about cross-checking records to ensure that only members who have paid are counted.

**ACTION:** New secretary to move physical files, bank account and mailbox as needed.
Treasurer’s Report (Dalila Giusti)
The report presented summary of the assets, a summary of the awards, a comparison of the proposed and actual budgets for 2014, and a proposed budget for 2015. The following points were discussed:

a. Advertising Revenue: A major change between the planned and actual budget for 2014 was a drop in advertising revenue from $12,000 to $4,800. The drop seems to be attributable to multiple factors, including not getting ads, not invoicing for ads, and not collecting debts. As noted in the May 2014 Board meeting, some ads had been printed without authorization in cases where advertisers had not renewed. Clair Wakefield delegated the tasks related to advertising to Lori Robinson in his office. The possibility was discussed that the shift of the journal from hardcopy to electronic format may have contributed to a drop in communication with advertisers. In the past, advertisers had been sent hardcopies of the ad in the journal. In the future, hardcopies and a letter will be sent with the invoice for ads.

b. Tax return and financial statements: The CAA tax return for 2013 was filed on time. We have received and accepted the Engagement Report (part of financial statements) and statements from Paul Busch, the CAA accountant, who also prepares the Director’s Forms for filing.

c. Journal: The journal expense amount seems small because some bills have not yet been received but this amount will be revised for the budget to be appended to the minutes.

d. Awards: $9,000 will be spent on awards in 2014, which exceeds the interest revenue. It was proposed to move funds from the operating to the capital account because there are insufficient capital funds to pay for awards.

e. Joint ICA/CAA Conference held in Montreal in May 2013: The conference took a loss and we reviewed and questioned the expense report provided by the ICA committee. Despite not being pleased with the expenses and allocation of funds, CAA will pay $10,000 (USD), the maximum loss that we agreed to commit to. Based on this experience, it was agreed that CAA should not enter into a similar agreement in the future.

f. 2015 budget proposal (attached): The proposed budget for 2015 was reviewed, including a proposed dues increase (to $100 for regular members, to $50 for students and to $475 for sustaining members).

(Motion to transfer $10,000 from the operating to capital account to be used for student awards by Dalila Giusti, seconded by Christian Giguère, carried)

(Motion to increase dues as proposed by Alberto Behar, seconded by Roberto Racca, carried unanimously)

(Motion to accept report by Frank Russo, seconded by Roberto Racca, carried unanimously)

ACTION: Dalila Giusti to follow-up on invoices for advertisements with Lori Robinson.

ACTION: Jérémie Voix to follow-up with Lori Robinson about who has paid or not for ads, and henceforth ads will not be published if payment has not been added by the date necessary for layout. Jérémie Voix will draft an email and review the communication protocol regarding ads. Dalila suggested that the protocol could include automated reminders generated by system.

ACTION: Frank Russo to ask for an ad coordinator’s report and suggestions for generating new business. If the ad coordinator’s position is not renewed then it was suggested that we could explore options for a new ad coordinator.

ACTION: The next secretary to contact sustaining members regarding renewal.

ACTION: Jérémie Voix to draft a letter of appreciation to be reviewed by Frank Russo regarding artwork on the cover of the journal to be sent to GraphiComp who does journal covers.

Break: 20:10-20:33

President’s Report (Frank Russo) Continued - Transition Update

a. Legal Advice: Documents have been prepared by Blumberg Segal (non-profit legal) for the transition of CAA from the Canada Corporations Act (“CCA”) (old Act) to the new Canada Not-for-profit Corporations Act (“CNCA”) as is required by law. Frank Russo and Alberto Behar attended two meetings in person and exchanged email and phone calls with Blumberg Segal. Currently, CAA is spending some money on legal counsel but if needed we could spend more. To date, $1587 has been billed and $3,000 is the expected total bill.
b. By-law revisions: The required documents should be completed by October 17, 2014, but an extension is anticipated and it may be necessary to write a letter to report progress on the transition. Most importantly, to complete the transition, we need to agree to the drafted by-laws as written, but this does not preclude updating of by-laws in the future. The goal of the by-law changes is to come into compliance with the new law.

c. CAA Address: Currently the corporate address for CAA and the address on the charitable documents are different places but they should be co-located to a new address. Dalila offered her business address for now. There is no secretarial address in any documents. A physical address needed for Revenue Canada.

d. Required forms: Three forms are needed: Form 4031 (See Legal 2), Form 4001 (See Legal 3), By-Law #1 (See Legal 4). All of these are boiler plates with our details inserted. Overall, it seems that new bylaws remove constraints and do not add constraints so we can continue to operate as we have in the past.

e. Letters Patent: These docs will replace the letters patent, dated April 22, 1977 and by-laws updated 2001 (see Legal 1).

f. Objects: In Schedule “A” to section 6 of Form 4031, we inserted the purposes (“Objects”) of society as described in the existing Letters Patent [Frank read objects aloud]. Note that the original wording is not the same as the wording on the website. These can be changed to align with objectives stated on website. After discussion it was decided to keep the original “objects” and to revise the website to provide the legal document and to adapt the language on web as a supplement rather than as a replacement of the objects.

g. Officers and Directors: We may wish to retain more of the old bylaws; for example, the special provision of Officers as a sub-committee of the Directors being required to sign on behalf of the association.

h. Approval by CAA members: It was noted that the current bylaws require 28 days notice of an AGM, but that there are different procedures for amending bylaws. Notice to amend the bylaws at the AGM to be held at the 2014 CAA Conference was not given according to current bylaws. Nevertheless, we should come into compliance as soon as possible by scheduling a later date that would enable us to conform to the current bylaws for changing bylaws.

Motion: That we accept the draft of the new bylaws prepared by Blumberg-Segal and present these recommendations at AGM in October 2014 and to entire membership electronically with letter notification included in the a future journal mailout with a call for a special meeting of the members.

(Moved by Frank Russo, seconded by Dalila Giusti, carried unanimously)

ACTION: Jérémie Voix to post new information on the CAA website and with the hardcopies of the post-conference issue of the journal.

ACTION: Frank Russo to prepare a notification letter to inform the members of this matter.

Editor's Report (Jérémie Voix)

a. The journal automation project is 99% complete.

b. Professor Joana Rocha is the new associate editor for Engineering Acoustics / Noise Control

c. Open access: As decided at the last Board meeting, a $300 instant open access fee is now available to preempt the usual 12-month access restricted to subscribers, but no authors have requested this option yet.

d. Conflict of interest and code of conduct: As decided at the last Board meeting, a conflict of interest and code of conduct is being developed and will be shared with the advisory committee and reported at the next meeting.

e. Funding for journal translation: It was suggested that a 500$ lump-sum fund be used for professional translation if authors are not able to do their own translation of the submitted abstract.

f. Conference website setup: Open source software from Simon Fraser University was used for the Winnipeg meeting. The technical chair was able to use the system to manage submitted abstracts and optional two-page proceedings papers; however, this introduced some complications in drafting the conference program this year. The system can also be used to manage payment of conference fees. Debriefing notes will be written by Jérémie Voix and Ramani Ramakrishnan so that the use of the system can be stream-lined for next year.

g. Journal and conference databases: These databases are separate but should be reconciled to add new members registering at the conference to the journal database. If people pay at the conference then they seem to be ‘new’ and it is not possible to track if they are truly new or who have let their membership lapse. If a person signs up at conference then they should receive the current conference issue of the journal and a total of 12 months’ worth of issues (i.e., not the conference issue for following year).

h. Statistics on papers: Statistics on papers were provided in the Editor's report. At present there are 15 papers under review, three of which are expected to appear in the December 2014 issue of the journal.
i. December Issue: The Board minutes will also be published in the December issue.

j. Flagging student authors: For the purposes of the Directors’ Award we need to develop a better system for flagging journal papers authored by students, although student authors do already have the option to identify themselves as students in the journal submission system.

k. Local issues: It was suggested that the journal could be used to promote member activities in local communities through a series of “Canadian Cities Acoustics” special issues.

l. Paper vs electronic format: Bryan Gick asked about the cost of printing hardcopies of the journal and if there should be an option to pay more to get a hardcopy journal. Frank Russo indicated that the hardcopy was important to advertisers, but Bill Gastmeier said that his company advertises using electronic more than paper ads at present. Issues to be considered include delivering ads to relevant users groups (like the Economist) privacy issues, costs to run effective electronic ads, the costs of small vs large runs of printing. Roberto Racca suggested that marketing options for the formats be explored with advertisers before any decision should be made. A survey could be conducted.

m. Conference PPTs/video: The possibility of posting these materials on the CAA website was raised. Proposals regarding this idea will be discussed at the next Board meeting.

n. Canadian Anti-Spam Law (CASL): We have 3 years to comply with this law which would entail that our membership to “opt-in” for mailing list distribution. ACTION: Debriefing notes about streamlining the conference system to produce the conference proceedings issue will be written by Jérémie Voix and Ramani Ramakrishnan.

ACTION: Jérémie Voix will bring a recommendation to the next Board meeting regarding asking for permission to send email to comply with new CASL laws.

ACTION: Editorial advisory board to bring back proposals for next meeting regarding items d, g, j, k, l and m above.

Present/Future Meetings

a. Winnipeg 2014 (Karen Turner)
Karen Turner, the Conference Chair provided an update.

i. So far, the conference registration is about 80 people, including 13 exhibitors.

ii. Karen and Dalila are working on reconciling the financial summaries of revenues and expenses, but a deficit is anticipated. The hotel room booking count has been met. There were many unanticipated extra hotel costs. Pre-planning of the budget was difficult without much experience running CAA conferences and with this being the first time the CAA conference was held in Winnipeg.

iii. The final report on the conference will be completed as soon as possible, including the evaluation of the conference.

b. Halifax 2015 (Sean Pecknold)
Sean provided an update on planning for the 2015 conference.

i. Conference Co-chair: Michael Kiefte from Dalhousie University will serve as conference co-chair.

ii. Dates will be October 6-9, the week before Thanksgiving.

iii. Venue for meet and greet will be the Maritime Museum of the Atlantic.

iv. Venue: The conference will be held at the Westin Nova Scotia. The hotel is near the cruise ship terminal and Garrison brewery.

v. Rates: The room rate is $159/night. The rates are reasonable for food and beverage and the rates for the meeting rooms are modest. There is a penalty if the room bookings do not meet 75 x 3 nights. Conference rates have also been negotiated at two country lodges for the weekends before/after the conference event and these will also count towards room occupancy.

vi. Plenary presenters are not yet known. It was stressed that it is important to announce the plenary presenters as soon as possible so that this information can be used in promoting the conference.

vii. Technical committee members and chair are not yet settled but some volunteers have already been identified. The conference co-chairs will seeking help from the acoustics community in Halifax and more broadly in Nova Scotia and PEI.

c. 2016 Conference
The proposal of Kathy Pichora-Fuller to co-locate the CAA 2016 Conference in Vancouver immediately following the World Congress of Audiology was discussed.

The dates for the CAA conference would be Wednesday September 22 to Friday September 24, 2016. The dates for WCA will be September 18-22, 2016 at the Sheraton Wall Centre. There will be an opportunity to have a intersecting sessions on September 22nd on inter-disciplinary topics involving hearing and acoustics
such as the effects of noise on health and hearing accessibility. Bryan Gick is willing to help. Kathy Pichora-Fuller and Bryan Gick will recruit a person to become the conference co-chair and explore hotel options for discussion at the next Board meeting.

**ACTION:** Karen Turner to prepare final report on the Winnipeg conference.

**ACTION:** Sean Pecknold to recruit technical committee members and chair.

**ACTION:** Sean Pecknold to identify plenary presenters as early as possible.

**ACTION:** Kathy Pichora-Fuller to recruit a conference chair for the Vancouver 2016 CAA conference and to explore suitable hotel venues and synergies with WCA.

### Award Coordinator’s Report (Hugues Nélisse)

**a.** The awards for 2014 are as follows:

<table>
<thead>
<tr>
<th>Award</th>
<th>Coordinator</th>
<th>Winner</th>
</tr>
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<tbody>
<tr>
<td>Shaw postdoctoral</td>
<td>Stan Dosso</td>
<td>Takashi Mitsuya, Western University</td>
</tr>
<tr>
<td>Bell Student Prize in Speech Communication and Speech</td>
<td>Kathy Pichora-Fuller</td>
<td>Jessica Arsenault, University of Toronto</td>
</tr>
<tr>
<td>Fessenden Student Prize in Underwater Acoustics</td>
<td>Sean Pecknold</td>
<td>Graham Warner, University of Victoria</td>
</tr>
<tr>
<td>Eckel Student Prize in Noise Control</td>
<td>Clair Wakefield</td>
<td>Flora Nassrallah, Université d’Ottawa</td>
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<tr>
<td>Bregman Student Prize in Psychological Acoustics</td>
<td>Frank Russo</td>
<td>Gabe Nespoli, Ryerson University</td>
</tr>
<tr>
<td>Northwood Student Prize in Architectural and Room Acoustics</td>
<td>Ramani Ramakrishnan</td>
<td>No applicants in 2014</td>
</tr>
<tr>
<td>Raymond Hétu Undergraduate Prize in Acoustics</td>
<td>Meg Cheesman</td>
<td>No applicants in 2014</td>
</tr>
<tr>
<td>Canada-Wide Science Fair Award in Acoustics</td>
<td>Annabel Cohen</td>
<td>Noah Bergmann, Merritt, BC</td>
</tr>
<tr>
<td>Directors’ Awards</td>
<td></td>
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<tr>
<td>Non-student</td>
<td>Hugues Nélisse</td>
<td>to be determined</td>
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<tr>
<td>Directors’ Awards</td>
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<tr>
<td>Student</td>
<td>Hugues Nélisse</td>
<td>to be determined</td>
</tr>
<tr>
<td>Three Student Presentation Prizes</td>
<td>Hugues Nélisse</td>
<td>to be determined</td>
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</table>

**b.** Directors’ Award 2013: It was challenging to identify which authors were students. It was clarified that to be eligible for the student Directors’ Award the author must be a student CAA member, but that for the non-student Directors’ Award the author does not need to be a CAA member. The procedure for voting on the candidate papers by the Directors also needs to be worked out, in particular to accommodate the evaluation of papers in French or English by those who are able to evaluate in the respective languages.

**c.** Number of applications: There were few applications for awards. The need for the prize coordinators to send out emails to university programs and to use other methods for advertising and reminding people about deadlines for submission were discussed.

**d.** The Northwood award will be officially announced once the first winner is chosen.

**e.** The details of the John Bradley Scholarship sponsored by Aerocoustics still need to be worked out by the committee, Hugues Nélisse (Chair) and John O’Keefe, Christian Giguère, and Kathy Pichora-Fuller.

**f.** Recognitions:

i. Leo Beranek congratulations were sent by CAA in an open letter published online at ICA (www.icacommission.org/leo.html) and in Canadian Acoustics.

ii. Christian Giguère was selected as a Distinguished International Membership of INCE (Institute of Noise Control Engineering of the United States of America).

**g.** New awards for non-students: Bryan Gick suggested that CAA should consider created awards for non-students similar to the kinds of awards given by the Acoustical Society of America (e.g., a gold medal, an award for distinguished service to the association, honorary fellows, an award for a junior and/or senior researcher, an award for education, an award for excellence in professional practice, etc.). Bryan noted that
his Dean at UBC was encouraging faculty to apply for field-specific awards because such awards would enable them to climb the ladder of awards at national level. Bryan Gick noted that the non-students awards would not necessarily need to be monetary. He also suggested that giving such awards could be synergistic with inviting plenary speakers. There was agreement that proposals could be prepared for such awards, with particular interest in awards for distinguished service to CAA, an award for excellence in professional practice, an award for excellence in research and/or teaching (i.e., academic), and a 25-year membership certificate.

h. ICA Early Researcher Award: This award is given to a person who is within 10-15 years post PhD for research excellence in subfield of acoustics and contribution to a national organization. The next deadline is June 2015 for the notification of intent and October 2015 for submission of the full nomination (CV, letters, form). It was agreed that CAA should nominate somebody in 2015.

**ACTION:** Hugues Nélisse, Jérémie Voix and the new secretary to develop a simple method for identifying students who are eligible for the Directors’ Award.

**ACTION:** Hugues Nélisse to prepare recommended procedures regarding voting for the Directors’ Award.

**ACTION:** Hugues Nélisse to work with the designated sub-committee to propose details for the John Bradley Scholarship for discussion at the next Board meeting.

**ACTION:** Bryan Gick and Hugues Nélisse to prepare recommendations for non-student awards at the next Board meeting.

**ACTION:** Bryan Gick and Hugues Nélisse to prepare recommendations for people to be nominated for the ICA Early Research Award at the next Board meeting.

**Other Business**

a. The three Directors (Chantal Laroche, Sean Pecknold, and Roberto Racca) who are finishing their terms on the Board were thanked for their valuable contributions over the years of their service.

b. Christian Giguère (Past President) reported that the Nominations Committee had identified candidates for the position of Secretary and two Director positions.

c. Alberto Behar will report on the Education in Acoustics in Canada project at the next meeting. Jérémie Voix noted that he has been receiving requests for such information now more that CAA had a stronger electronic presence.

d. Conference manual: The need for a procedures manual for the conference was discussed and will be developed as the plans for the next conference are rolled out.

**ACTION:** Alberto will prepare a report on the Education in Acoustics in Canada project for the Spring Board meeting.

**ACTION:** Christian Giguère and Kathy Pichora-Fuller, in consultation with Stan Dosso and Jérémie Voix, will prepare a conference procedures manual and report back at the Spring Board meeting.

(Motion to Adjourn and to hold the next Board meeting in Spring 2015 by Dalila Giusti, seconded by Alberto Behar, carried)
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