



**ANNUAL GENERAL MEETING
ASSEMBLÉE GÉNÉRALE ANNUELLE**

Fairmont Hotel, Winnipeg, Manitoba
Thursday, October 9, 2014
5:00-6:00 PM

AGENDA / ORDRE DU JOUR

1. Call to Order: 17:10 – 25 members

2. Approval of previous minutes:

MOTION to approve the previous minutes by Alberto Behar, seconded by Sean Pecknold, carried.

3. President's Report (Frank Russo)

- a. Changes to the bylaws: Frank Russo provided information on the need for CAA to revise its bylaws. 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. The intention of the required changes is to give more control to members. In effect, we can continue to operate as we have always operated even though some changes to the CAA bylaws are required. We will need to specify the objectives of association; see the CAA website 'about us' section to find the original letters of patent and the revisions made in 2001. All CAA members will receive a new copy of letters of patent and vote on the bylaw changes will take place at a future meeting. The Board has reviewed the changes and has agreed to them. Under our current bylaws, the members must be given 28 days notice to change the bylaws. A message will be sent out by email to all members plus there will be a notification in next issue of the journal since it will be sent to all members. The 28 days provides members with time to review the proposed changes. If the by-law changes are approved later this year then new incorporation will be effective in 2015. Considered changes but decided not to need to be concerned. The members were invited to ask questions and discuss the information. Ramani Ramakrishnan asked about the consequences of changes in the bylaws regarding the election of directors every year and our current maximum term of more than one year. Christian explained that even under the current bylaws all Directors are elected every year at the AGM, even though it is anticipated that the typical term of a Director will be longer.

4. Secretary's Report (prepared by Dalila Giusti and presented by Frank Russo)

- a. Resignation of secretary: Chantal Laroche who had held the position of CAA Secretary resigned in August 2014. Dalila Giusti and Jérémie Voix have handled the membership issues and Kathy Pichora-Fuller has volunteered to take minutes.
- b. Membership counts: The membership counts presented at the last AGM were inaccurate because there were errors with double counting due to overlap in the electronic and paper records during the transition and also the inclusion of inactive (unpaid) members.

- c. Discussion about membership: Ramani Ramakrishnan noted that there seems to be a significant drop in the number of members.
 - i. Retaining members: David Quirt suggested that the apparent drop may have resulted from the change in the system. Tim Kelsall suggesting that a paper letter be sent to remind members to pay dues. David Quirt said that based on many years of experience as a former secretary, there are often “circular members” whose membership lapses because they forget to pay but then renew as soon as reminded; such members would drop off the membership list if reminders are not sent. Christian Giguère suggested that a five-year payment cycle might alleviate the need to remember to pay dues annually. Ramani Ramakrishnan pointed out that it would be difficult to set rates so far in advance. Roberto Racca said that now that the duplicates have been sorted out it should be possible to search for drop-outs that may have occurred as a byproduct of transition in systems. Bryan Gick suggested that an auto charge on credit card might also overcome the need for members to remember to pay.
 - ii. Attracting new members: Bill Gastmeier suggested that it may be worthwhile to strategize about membership recruitment and the value of members promoting CAA to potential members. Ramani Ramakrishnan suggested that a target could be set such as to attain 350 members. Universities may be an important source of new members and Frank Russo highlighted the importance of student awards and travel subsidies and suggested exploring using donations to provide more incentives for students. Tim Kelsall suggested that junior members could be sent to training workshops more easily than being sent to the conference and that one day events would be easier for many people to attend compared to three days events; e.g., one day in the conference could target engineering acoustics to attract junior members to come to conferences.
 - iii. Jérémie Voix pointed out that there was a decline in the number of libraries or publishing houses (Elsevier, etc.) subscribing to the journal as they could now access the meta-information of the journal through the online system.

MOTION to accept the Secretary's report by Roberto Racca, seconded by Tim Kelsall, carried.

ACTION: New Secretary to explore changing the schedule of due payments, with options to renew for multiple years and to redefine choices for length of journal subscriptions.

ACTION: New Secretary to send reminder letters to drop-outs.

ACTION: Conference committee to consider program options to target junior members.

5. Treasurer's Report (Prepared by Dalila Giusti and presented by Frank Russo)

- a. There is \$1000 in the bank for every CAA member. This balance is an indicator that the CAA finances are in good order. A working principle of the Treasurer is to keep enough of a buffer to run CAA for two years in the event of a catastrophe.
- b. No conference revenue was earned when the CAA Annual Conference was held in Montreal in 2013 in conjunction with the International Congress of Acoustics and the Acoustical Society of America. In fact we incurred a \$10,000 USD debt to the ASA as our share of the losses.
- c. There was also less revenue realized over the last year from advertising in the journal. The main factor contributing to the reduction in advertising revenue are most likely a need to chase down payments more aggressively.
- d. Proposal to increase dues: The Treasurer proposed and the Board supported the proposal to raise the dues to \$100 for members, \$50 for students, and \$475 for sustaining members.

Motion to accept the Treasurer's report, including the modest increase in fees, by Frank Russo, seconded by Ramani Ramakrishnan, carried.

ACTION: Advertising coordinator to become more aggressive in pursuing payment.

6. Editor's Report (Jérémie Voix)

- a. Online system: The most recent two issues of the Journal of the Canadian Acoustical Association were produced directly from the online system, including the September Proceedings Issue.
- b. Workflow for Proceedings issues: The electronic version was released in advance of the conference and the hardcopy version will be sent within two weeks after the conference so that all the final adjustments will be corrected. It was noted that for the two-page papers to be published, it is necessary for the author

to pay the registration for conference. This workflow is detailed in the September issue of the journal, on page 11.

- c. Note that if the submitting author is not registered for the conference, the email of the registered author should be typed exactly as it was entered by the registered author in order to ensure proper internal cross-referencing.
- d. Backlog of papers: There is a backlog of 15 articles under review, with at least 3 papers anticipated for inclusion in the December 2014 issue.
- e. Reminder on Open Access Policy: Instant open access is available to all CAA members and access becomes free for everyone after 12 months (delayed open access). If an author wishes to make their paper available with open access without delay for non-members then they can optionally pay \$300.
- f. Code of Conduct and Conflict of Interest: The editorial advisory committee is preparing a Code of Conduct and Conflict of Interest policies that will be released in the coming months.
- g. Local issues idea: One idea to be tried in 2015 is to publish special "city" issues that would focus on what is happening locally on the acoustics scene, with a collection of two-page papers (academic / consulting / manufacturing) to provide updates on local activities in major centres across the country. The scientific content would still be expected to merit publication and be peer-reviewed, but there could possibly be a city guest-editor.
- h. Future improvements in online system: It is now possible to exchange information between the journal database and the conference database, but it will be easier in the future. With a clearer distinction between lapsed and new members in the databases, it will no longer be possible to pretend to be new member when registering at an annual conference since actual new users will be required to use a different protocol for entering their information in the database.
- i. Questions were invited.
 - i. John Esling asked if it would be easy to personalize the renewal date and Jérémie Voix said yes it was easy.
 - ii. Ramani Ramakrishnan pointed out that the Conference Technical Chair should need no more than 100 extra copies of the journal for the conference. He also congratulated Jérémie Voix on a great job using the online system this year to overcome the many hassles of the old paper method.

7. Past/Future CAA Meetings (Frank Russo)

- a. Winnipeg 2014: There were 70 attendees plus 7 exhibitors. A loss is anticipated. Thanks were expressed to Karen Turner for stepping up to become Conference Chair and to Ramani Ramakrishnan for filling in as Technical Program Chair. This was the first CAA Conference to be held in Winnipeg and there were many challenges despite there being lots of support. Karen's history with CAA is relatively short and she did a valiant job despite not having the benefit of experience with all the procedural details, especially given the many changes this year in using the electronic system.
- b. Halifax 2015: Sean Pecknold and Michael Kieft, the Conference Co-chairs, presented information about next year's conference.
 - i. Dates will be October 6-9, the week before Thanksgiving.
 - ii. Venue for meet and greet will be the Maritime Museum of the Atlantic.
 - iii. Venue: The conference will be held at the Westin Nova Scotia. The hotel is near the cruise ship terminal and Garrison brewery.
 - iv. Rates: The room rate is \$159/night. Conference rates have also been negotiated at two country lodges for the weekends before/after the conference event.
 - v. The Technical Program Chair and invited plenary presenters will soon be identified.
- c. Vancouver 2016: Kathy Pichora-Fuller and Bryan Gick will be working on plans for the CAA conference to be held in Vancouver on September 21 to 23, 2016. Note that this will allow for synergies with the World Congress of Audiology which will be held in Vancouver September 18 to 21st; for example, we could organize inter-disciplinary joint sessions on topics such as noise and health or hearing accessibility. These topics would follow nicely on the discussion after the opening plenary talk regarding how to make the world sound better and be healthier and on the special session on acoustical standards and accessibility issues for older adults in health care settings. A Conference Chair and potential hotels will be identified in the next few months.

8. Award Coordinator's Report (Hughes Nélisse)

- a. There are winners for most awards (except the Northwood Student Prize in Architectural and Room Acoustics and the Raymond Héту Undergraduate Prize in Acoustics for which there were no applicants this year). Next year it would be good to see more applications for all the prizes.

- b. The winners of most prizes will be announced at the conference awards banquet, except.
- c. The Directors' Awards, one for the best paper in the journal authored by a student member and the other for the best paper authored by a non-student, will be announced after the conference. Delays in deciding on the winners resulted from difficulties identifying which authors were eligible students and the need for the Directors to evaluate papers written in French or English.
- d. Student Presentation Awards: About 20 students are competing for the three student presentation awards to be announced at lunch on the final day of the conference.

9. CAA Standards Committee (Tim Kelsall)

- a. The first Canadian Association standard has been completed. The CAA Guide to Standards is a collection of all acoustical standards in Canada and internationally (CSA, ISO, IEC, ASTM, etc.) that the committee feels are useful to Canadians, with commentary on use in Canadian context.
- b. The committee can also respond to board inquires of technical nature, but there were none this year.
- c. CAA members were invited to suggest ideas for new standards to the committee.

10. Past President Nomination Report (Christian Giguère)

- a. According to the current bylaws of the CAA, each Director is elected each year. There are 13 Directors on the CAA Board of Directors, including four officers (President, Secretary, Treasurer, Editor), eight Directors at large and the Past President.
- b. Two Directors have completed the maximum term: Sean Pecknold, Roberto Racca.
- c. The following slate agreed to stand for election for 2015:
 - i. President: Frank Russo (continuing)
 - ii. Secretary: Chantal Laroche resigned and Roberto Racca has been nominated to become the new secretary
 - iii. Treasurer: Dalila Giusti (continuing)
 - iv. Editor: Jérémie Voix (continuing)
 - v. Six Directors (continuing): Alberto Behar, Bill Gastmeier, Bryan Gick, Hugues Nélisse, Kathy Pichora-Fuller, Karen Turner
 - vi. New Directors: Michael Keifte, Mehrzad Salkhordeh
 - vii. No further nominations were made. The positions on the Board and Executive were filled by acclamation.
- d. Thanks were extended to Chantal Laroche for her many years of service as CAA Secretary.
- e. Thanks were also extended to Sean Pecknold and Roberto Racca for their many years of service as Directors.

11. Other Business: No other business was raised.

Motion to Adjourn by Sean Pecknold, seconded by Peter Vandelden, carried.

Meeting adjourned at 18:00.