

Canadian Acoustical Association
Minutes of the Board of Directors Meeting
Teleconference
8 May 2015

Present: Frank Russo (chair), Christian Giguère, Jérémie Voix, Hugues Nélisse, Alberto Behar, Dalila Giusti, Roberto Racca, Bill Gastmeier, Mehrzad Salkhordeh, Michael Kieft

Regrets: Karen Turner, Kathy Pichora-Fuller

The meeting, held by video conference, was called to order at 14:10 EST. Minutes of the previous Board of Directors' meeting taken by K. Pichora-Fuller on 8 October 2014, that Board members had previously reviewed, were formally praised by F. Russo for their quality and approved by participants without further revisions (*Moved by J. Voix, seconded by D. Giusti, carried*).

President's Report

Frank Russo informed the Board of the updating of the Association's Letters Patent (replacing the original from 1977) and bylaws (replacing those passed in 2001) to meet the requirements of continuance with the Canada Revenue Agency (CRA) as a charitable organization. As reported in the March issue of Canadian Acoustics, a special meeting of members was held in Toronto on 2 December 2014 to consider and vote on a Special Resolution authorizing the Association to file Articles of Continuance under the Charities Act and to adopt the new bylaws. Unanimous support was received at that meeting, and on 8 January 2015 Kate Robertson of Blumberg Segal LLP filed the documents with CRA. The certificate of compliance was received and filed with CRA on 14 January. As of the date of the present Board meeting approval under the Charities Act was still under review, which was not surprising given the backlog of applications; an outcome was expected before the Fall 2015 Board meeting.

Other business reported and discussed included the consolidation of the Association's mailing addresses, the status of the Association's new logo (already used in some documents and Web site) soon to be finalized in its various graphical forms, and the progress in appointing a new Advertising Coordinator and providing continuity in related duties and information with the assistance of Board members.

Treasurer's Report

Dalila Giusti presented an outline of the Association's current assets, revenue and expenses, and monies paid out in Awards. For the first time in many years the assets position has taken a downward trend, showing a decrease of about \$50,000 over the prior year; reasons for this include the shrinkage or non-collection of advertising revenue (down to about \$5,000 collected, from nearly \$20,000 in 2012), losses at recent Conferences (\$11,634.00 at the joint ICA/CAA 2013 meeting in Montreal and \$8,135.00 at the 2014 CAA meeting in Winnipeg), and decrease in number of membership and Sustaining Subscriber dues from 2012 and 2013 levels. In discussion, Jérémie Voix noted that sustaining companies wish to see greater value from their contribution compared to regular subscribers. A way forward for improving the performance in attracting advertisers and managing the collection of associated revenue was also reviewed.

Dalila noted that the Association is still doing well in terms of assets, but must be watchful to avoid erosion from low revenue. Investment of the Capital Fund in GIC's, which guarantee the principal, stands to give a substantial boost to the finances if a high-yield account performs well. Funds maturing

in 2014 and most of the interest have been re-invested, keeping the withdrawal of interest at a minimum with the aim to generate larger returns.

Awards for a total value of \$9,000 were distributed at the 2014 CAA conference in Winnipeg. The terms of an additional award fund from a private donor are presently being negotiated.

(Approval of report moved by M. Salkhordeh, seconded by A. Behar, carried)

Secretary's Report

Roberto Racca prefaced his report by noting that his provisional transition into the role of Secretary was still ongoing and he had not had a chance to receive from Chantal Laroche (past secretary) and assimilate all pertinent background materials. He indicated that his experience in the role had been generally positive and he was comfortable carrying on the position for the time being, so there would be no immediate need to search for a successor.

Regarding the status of membership and subscription numbers, Roberto pointed out that in the past there had been some problems in the way the Association's subscription database was being queried that had resulted in inflated numbers that included expired memberships. The numbers being presented this year were the result of correct queries and would therefore show a large variance over previous years, not indicative of the effective change in paid-up numbers of members and subscribers.

Category	Paid-up 2014	Reported 2013
Regular member	158	351
Emeritus	1	1
Student	16	81
Sustaining subscriber	27	52
Indirect subscribers		
- Canada	3	9
- USA	3	6
- International	3	5
Direct subscribers	4	5
Total	215	510

Whilst the numbers may appear small in comparison to previous reports, Roberto noted that the relations with members and subscribers and the Association appeared healthy and efficient. The majority of members and subscribers, including sustaining ones, have found the recent on-line renewal approach convenient; only a relatively small percentage found it necessary to contact the Secretary with technical issues or update requests. Some subscribers, especially academic institutions and agencies acting on their behalf, still found it necessary to have an invoice submitted and to pay by cheque. Chantal Laroche had continued to receive the cheques and handle them according to procedures.

A proposal was discussed to introduce a senior member category (specific name yet to be decided). After some debate, the Board voted in favour of a motion raised by Frank Russo to offer a 50% fee

discount for members over 70. The emeritus category (free membership for exceptional lifetime contributions) would continue to stand as it exists, as a rarely offered special recognition. In other discussion Jérémie Voix as editor in chief of the Journal indicated that his interaction with the Secretary in matters of digital management of subscriptions and other technical issues had been positive and productive.

(Approval of report moved by F. Russo, seconded by D. Giusti, carried)

Editor's Report

Jérémie Voix highlighted a number of points related to his editorial team's ongoing work in modernizing the Journal's production environment and streamlining its processes. One of the immediate benefits of the new database is the ability to run queries about membership numbers and other metrics that are more detailed and reflective of actual status; this also facilitates following up with advertisers to keep accounts current. Jérémie indicated that he was looking at adding further on-line options including the ability to make charitable donations to the Association with tax receipts automatically issued. Work was also progressing on the consolidation of the Journal and Conference on-line article submission sites to facilitate the management of Conference proceedings by guest editors (technical chairs) and enhance the on-line search capabilities for proceedings papers. Other highlights of the new JCAA digital publishing environment included the coverage of the Journal in third-party repositories and search engines and its potential inclusion in the Web of Science for better tracking of research efforts. In discussion, it was agreed to give Jérémie mandate to respond positively to the and UNIweb offer, a web portal for researcher, and nto egotiate terms that would then be presented to the Board for ratification.

Jérémie remarked on various matters of procedure in the handling of editorial duties and relations with authors, including how conflict of interest situations would be resolved by delegation of editorial roles when involved in authorship of papers. He pointed out that new privacy regulations would require opt-in for any e-mail distribution related to Association matters, which could be offered as an option at membership renewal time. He also proposed to better clarify for authors the optional instant open access fee (which makes published articles immediately accessible to the scientific community) that could be confused with a mandatory publication fee.

CAA Conferences – Present & Future

Halifax 2015

Michael Keftie, Conference co-Chair with Sean Pecknold, informed the Board that the registration was open and the Conference web site up, though not yet linked from main CAA-ACA web site. The conference will be hosted at the Westin Nova Scotia in downtown Halifax; Michael gave an outline of the facility and planning. Board members made suggestions for the coordination of exhibits and sponsorship, both drawing on past expertise by organizers of previous events and leveraging the assistance of the Association's advertising coordinator. Dalila Giusti commented from the Treasurer's standpoint on the need to streamline the processing of payments from exhibitors and sponsors.

Vancouver 2016

There appears to be consensus on the proposed location but still no clear indication of an organizing committee. The Board discussed people who could be contacted about co-chairing.

Looking Ahead

There are proposals for potential venues and organizes in 2017 and 2018, presently both in Ontario. The Board will be reviewing information and working with the proponents while seeking further expressions of interest from other geographic areas.

Awards

Awards coordinator Hugues Nélisse reported that all awards and cheques for 2014 had been sent / received and that the deadline for 2015 award applications had now passed. He provided an outline of the number of applicants for each of the awards and indicated that the evaluations were in progress. The papers qualifying for the Directors' Award would soon be sent out among the Board members for the evaluation and ranking process.

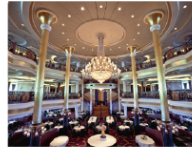
Hugues provided further details of the new award in honor of John Bradley, sponsored by Aercoustics in the annual amount of \$1000. The award was announced during the conference in Winnipeg and a committee (Christian Giguère, Kathy Pichora-Fuller, Hugues Nélisse, John, O'Keefe and John Bradley) was formed to discuss and define the particulars of the award. The process had been slower than anticipated due to some logistical difficulties and role changes among the stakeholders involved, but the intent was to draft by summer 2015 a text for the CAA website describing the specifics and particulars of the award, to be approved by the Board.

Looking at the possibility of expanding the range of the Association's recognition of excellence with the institution of new awards for non-students, Hugues outlined in his report a number of possibilities. He and Bryan Gick would continue working on the definition of possible awards similar to those given by the Acoustical Society of America (e.g., a gold medal, an award for distinguished service to the association, honorary fellowships, an award for a junior and/or senior researcher, an award for education, an award for excellence in professional practice, etc.) to be brought to the Board for consideration in the future.

Adjournment

Meeting was adjourned at 16:45 EST.

(Moved by Alberto, seconded by Hugues, carried)



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