

Canadian Acoustical Association

MINUTES OF THE BOARD OF DIRECTORS MEETING

Maritime Room at Westin Nova Scotian, Halifax, Nova Scotia
6 October 2015

Present: Frank Russo (chair), Alberto Behar, Bill Gastmeier, Bryan Gick, Dalila Giusti, Michael Kieffe, Hugues Nélisse, Roberto Racca, Mehrzad Salkhordeh, Jérémie Voix; [by conference call] Christian Giguère, Kathy Pichora-Fuller.

Minutes taken by Roberto Racca.

The meeting was called to order at 15:10 local time (ADT).

Minutes of the previous Board of Directors meeting held by teleconference on 8 May 2015 were approved by participants without correction. (*Approval moved by Jérémie Voix, seconded by Dalila Giusti, carried*)

President's report (Frank Russo)

- a. Frank notified the Board that as of 12 May Guelph had been approved for hosting Acoustics Week in Canada 2017 (*additional information later in these minutes*).
- b. On 29 May CRA acknowledged continuance of the Association under the new Canada Not-for-profit Corporations Act and the official name change to "Canadian Acoustical Association / Association canadienne d'acoustique" (former name contained superfluous articles); Frank noted that a form still needed to be filed in Ontario as province of registration, and he would take care of that.
- c. In September a brief history of the Association was featured in an INCE newsletter; Frank had provided copy for that feature in August by revamping an older text. Jérémie will ask our webmaster to reproduce the piece on the CAA-ACA website (no need to obtain permission since it came from the Association in the first place).
- d. In the wake of the recent changes to the Association's articles and bylaws, Frank called for a review and discussion of how the nomination and selection process for the Board should be conducted henceforth. The premise at the outset was that the Board would put forward at the AGM a slate of designate directors and officers; the membership could propose new candidates, but the Board would retain final decision on the appointment to executive roles. It was also noted that the new bylaws place no restrictions on how many directors may serve (as long as there are a minimum of three) and for how long. Following debate, the following protocol was agreed upon:
 - i. Board will continue having 12 Directors (in regular circumstances) who in common practice are asked to stay in office for four years, including four officers – President, Secretary, Editor and Treasurer – who may serve for an indeterminate period.
 - ii. After choosing a slate of candidates ahead of time and announcing them at the AGM, nominations will be accepted from the floor and subjected to a final internal decision by the Board post-meeting.

Note: Although the above was the effective position reached by the Board at the meeting and is thus entered in the record, follow-up discussion among Board members prior to the AGM led to the adoption of a revised protocol that fully involves the membership in the ratification of Board members. The adopted selection procedure is included as a footnote at the end of these minutes.

- e. Frank informed the Board that Karen Turner did not intend to continue serving as a Director, but Joana Rocha (Carleton University) had expressed interest in the role. The Board agreed to accept Joana's candidacy. Since all the other Directors were willing to continue serving for another term, this gave a full slate of 12 candidates to propose at the AGM.
- f. As an initiative to ensure smooth flow of information and support in matters regarding the annual conference, Frank proposed that a member at large of the Board (ideally with experience in chairing an earlier edition) be tasked to act as liaison with the conference organizers on a recurrent basis. Michael Kieffe agreed to be the first to fill this position and received unanimous support from the Board.

Treasurer's report (Dalila Giusti)

The report presented a summary of the assets, a summary of the awards, a comparison of the proposed and actual budgets for 2015, and a proposed budget for 2016. The following points were presented and discussed by Dalila:

- a. Association's finances are generally in good shape. The corporate tax return was filed in May 2015. The review Engagement Report has been received from the Association's accountant and has been accepted.
- b. Advertising revenue collected was \$11,400, with an additional \$9,000 in outstanding receivables. A loss of \$8,135 was incurred from the Winnipeg conference, but on the positive side the CAA-ACA received a 3-year GST rebate of \$21,950 because of the organization's not for profit status.
- c. The CAA-ACA's Capital Fund is invested in three GICs that are maturing this year; two of them are secure accounts yielding a fixed 1.55% whilst the third is a potentially high-yield account (up to 40% of invested value). The principal is guaranteed.
- d. Awards totalling \$6,650 are to be distributed at the 2015 Halifax conference. Interest earnings have not been sufficient to cover awards but successful past conferences have generated sufficient funds to pay out the award prizes.
- e. The Board is requested to approve transfer of \$3,000 from the Operating Account to the Capital Account to cover the student prizes.
- f. The 2014 journal expenses were \$29,000. The journal costs for the current year presented in the statements are incomplete because the costs from the suppliers for the September and December issues are not yet known. Commencing with the next spring meeting of the Board a summary of the full previous year's journal expenses will be provided.
- g. Advertising revenue is beginning to pick up thanks to efforts by Bernard Feder, the Association's advertising editor, to approach advertisers for new business and to ensure payment on existing accounts. An improved system to collect outstanding amounts and to coordinate payments received is being implemented.
- h. For individual membership payments, PayPal has provided easy access to on-line transactions and automatic issuing of receipts. On-line payment also being used in some corporate transactions (purchase of advertising), but still a long way from being adopted by institutions and organizations that largely still require PO's and pay by cheque.
- i. The Hugh Jones award for physical acoustics is moving ahead after prolonged discussions with the benefactor and his agents on the structuring of the gift; issues of control of investment have been addressed and final papers are being signed.

Approval of the Treasurer's report and, by reference therein, the transfer of funds to the capital account (point e. above) was moved by Alberto Behar and seconded by Roberto Racca; carried unanimously.

- ACTION: Mehrzad suggested in discussion to optimize sponsorship opportunities for future conferences by better structuring the support levels (e.g., Gold plan, platinum plan, etc.). The Board is to take this on over the coming months to better assist the next meeting.
- ACTION: Frank proposed in discussion that the Association increase allocation for student travel funding to increase involvement in the annual meetings, and ultimately membership. This is to be considered by the Board in coming months.

Ad-hoc report about the 2015 conference

Michael Kieffe (busy with preparations for the imminent start of the event and thus not available for the full meeting) gave a brief status update. Conference is on the lean side financially but will run a positive budget. Fewer full registrations than expected (about 77 by latest count); peak of single-day registrations for the Thursday, making the total around 100 for that day. Tally is still incomplete as not everyone has registered yet; many registrations surprisingly came in post early discount deadline.

Secretary's report (Roberto Racca)

- a. Roberto provided and discussed a summary of categorized information about the 2015 membership and subscriptions based on the CAA database, with comparison to the previous year's numbers.

Category	Paid-up 2015 As of 5.10. 2015	Reported 2014
Regular member	165	158
Emeritus	1	1
Student	22	16
Sustaining subscriber	28	27
Indirect subscribers		
- Canada	3	3
- USA	6	3
- International	5	3
Direct subscribers	4	4
Total	234	215

- b. There has been a slight increase in numbers for almost every category, although in the case of the indirect subscribers the change is due at least in part to a recent adjustment in the status of institutions managed by subscription agencies that had been overlooked in the handling of paper based renewals. Roberto suggested that coalescing the secretarial correspondence to a single point of contact would prevent delays and occasional oversights in responding to renewal instructions provided by post.
- c. In the longer term, better tracking of the status of corporate and institutional subscriptions handled through agencies would be achieved by having the latter sign on to an electronic renewal process similar to that used by individual members and direct subscribers. Such a change, however, seems not to be compatible with their established practices. Roberto proposed to make some updates to the database entries for indirect subscribers that will result in prompter notification of their lapsing or need for renewal.
- d. The on-line enrolment and renewal process has been embraced by the majority of the membership, with very few cases of paper-based applications. There have been a few requests for conventional invoices to be issued, and a few requests for formal receipts from the Association. Roberto indicated that whilst the present volume of requests can still be handled manually, it would be worth looking into the possibility of having formal receipts in PDF format sent out automatically by e-mail as part of the on-line process; it would appear that the current PayPal payment receipt is not generally seen as formal documentation of the payment of professional dues.
- e. The Board agreed in principle to Roberto's suggestion to discontinue the Ottawa PO box mailing destination (currently handled by Chantal as a courtesy) and update all mailing address references in print and web to his office address at JASCO Applied Sciences in Victoria except for cheques mailing instructions that should point directly to Dalila. Practical issues about the timeline for this transition will have to be considered in terms of outstanding mailing instructions, return labels information etc.
- f. In discussion of membership matters Frank raised the issue that some registrants at the annual conference assume that if their company has a corporate subscription they can register at member rates. The misperception that corporate subscriptions (including sustaining ones) entitle individuals in that organization to membership rights requires better clarity in communications from the Association, and firmness in applying the rules.

Editor's report (Jérémie Voix)

- a. Last year there was a request from members during the AGM to have access to stats of the online journal use; site has been equipped to provide that information. Roughly 8,000 articles are downloaded each month, most of them are by indexing robots (Google, Yahoo, Microsoft, etc.) as we have an open-source access.

- b. Membership database tallying code has been updated online so that it provides to both the Treasurer and Secretary the correct statistics for paid-up members.
- c. Better coordination of advertiser records has been implemented between journal editorial office and advertisement coordinator through the use of a Google Spreadsheet.
- d. Migration is underway to consolidate conference proceedings and journal articles databases through an XML journal importation script.
- e. Instant open access is still available as a 300\$ fee based service, but no longer easily selectable as a form checkmark because it generated confusion with authors. Consensus among Board members in discussion is that Association should advertise more proactively (e-mail blast) the open access feature of the Journal as a benefit of publishing in JCAA, specifically as Canadian academics now have to make most of their work openly available 12-months after publication.
- f. JCAA still undergoing review for inclusion into the Web of Science. Process can take upward of a year, and in the process it is especially important that authors adhere strictly to publication guidelines to facilitate a positive outcome.
- g. Prof. Josée Lagacée resigned earlier in the year from her Deputy Editor position and the role has been filled by Prof. Umberto Berardi as of September 2015.
- h. JCAA is being indexed by SCOPUS but process has stopped for technical reasons and needs to be reinstated; editor is following up.
- i. JCAA could support Digital Object Identifier to allow instant electronic referral. Annual fee is \$275/year, as well as cost for identification of the +2600 articles. Editor to provide a cost estimate; budget approval by the Board will then be required.
- j. JCAA on-line system has been migrated in spring 2015 to a virtual private server on OVH.net. Budget for the hosting had been approved previously for a multi-year term. AWC on-line system and CAA website should soon follow, and no later than March 2016, as the old web hosting will be expired.
- k. October 2015 issue with post-conference articles is due to be sent; June 2016 issue will be Toronto edition of "Canadian Cities Acoustics" curated by Ramani Ramakrishnan and edited by newly appointed Deputy Editor, Umberto Berardi.

Present / Future Meetings

- a. 2015 Halifax – See intervention by Michael Kieffe above.
- b. 2016 ICA will be held in Buenos Aires (for information)
- c. 2016 Vancouver (Sept 22-24, to follow World Congress of Audiology Sept. 18-22). Kathy Pichora-Fuller gave an update about candidate venues. She raised the option to have the event in the suburb of Richmond as opposed to downtown Vancouver / North Vancouver which would be about twice the cost per room. Richmond has a very reasonable offer for room nights to be achieved in order not to pay for meeting rooms, plus free audio, free internet and other benefits. If price is an issue this would be a clear choice, but location would not be the most appealing. Frank noted that a downtown venue would generate more excitement and lead to greater participation. Kathy has received some good offers for rates and meeting packages at prime hotels and will be pursuing a choice in the near future. She indicated that she was seeking ideas for plenary speakers and put forth the question of whether a budget should be allocated for an honorarium and/or travel and lodging costs; other members of the Board generally opposed the idea of paid speakers. Kathy is also pursuing a still vague concept of a pre- or post-conference workshop aimed at young acousticians just starting in or about to enter the consulting world.
- d. 2017 Guelph. Frank gave a brief follow-up to his announcement in the President's report. Event is now confirmed at that locale. The organizing process is moving along under the leadership of Peter vanDelden.
- e. 2018 Expression of interest from Kingston but no actual proposal. Frank informed the Board that he has received a communication from Stan Dosso with the potential idea of combining the 2018 CAA conference with the ASA autumn meeting in Victoria, BC that Stan will be chairing. Purely conceptual at the moment; no formal outreach from one society to the other has taken place. Members of the Board expressed concerns about the financial risks of tying the CAA conference fortunes to the ASA budgeting. Generally, however, it was felt that Victoria would be an excellent venue and provide geographic diversity after Guelph instead of another Ontario locale.

Award Coordinator's Report (Hugues Nélisse)

a. The 2015 awards are as follows:

Award	Coordinator	Winner
Shaw postdoctoral	Stan Dosso	No entry in 2015
Bell Student Prize in Speech Communication and Speech	Kathy Pichora-Fuller	2 entries in 2015 Winner: Jonathan Vaisberg, U. Western Ontario
Fessenden Student Prize in Underwater Acoustics	Sean Pecknold	1 entry in 2015 Winner: Caitlin O'Neill, U. of Victoria.
Eckel Student Prize in Noise Control	Clair Wakefield	1 entry in 2015 Winner: Zahra Nili Ahmadabadi, ÉTS, Montréal
Bregman Student Prize in Psychological Acoustics	Frank Russo	1 entry in 2015 Winner: Jessica Arsenault, U. of Toronto
Northwood Student Prize in Architectural and Room Acoustics	Ramani Ramakrishnan	No entry in 2015
Raymond Hétu Prize in Acoustics	Meg Cheesman	1 entry in 2015 Winner: Sylvia Mancini, U. of Toronto in Mississauga
Canada-Wide Science Fair Award in Acoustics	Annabel Cohen	Samantha Peets, Jeremy Mallette St. Joseph's S.S., Ontario
Directors' Awards <ul style="list-style-type: none">Non-studentStudent		<ul style="list-style-type: none">To be evaluatedTo be evaluated

- b. Hugues noted that almost all awards are being presented this year with the exception of the Shaw Postdoctoral Prize and the Northwood Student Prize in Architectural and Room Acoustics. There was discussion among Board members of why it is so difficult to find candidates for the latter award, and suggestion that more reaching out should be done to promote participation. Still, also for the other awards there were very few entries, and just one entry for most of them (that does not guarantee winning, if the entry is deemed weak).
- c. Papers to be evaluated for Directors' Awards are to be circulated soon.
- d. The Board discussed how the CAA-ACA awards could be made more meaningful. Even with small bases of candidates, medals and awards remain valuable as a means to recognize a highlight in someone's career and they contribute to a person being considered for later recognitions based on life achievements. The consensus was that there is no need to endanger the well-run system currently in place by overhauling the awards structure, but the Board and other members of the Association should be bolder in reminding the community about the awards and encouraging potential candidates to apply.

Standards Committee Report

Tim Kelsall was not available to present his report. His continuing position as chair of the committee had to be ratified by the Board. *(Moved by Frank Russo, seconded by Dalila Giusti, carried unanimously with abstention of Alberto Behar and Bill Gastmeier because of their involvement in the committee's activities).*

- ACTION: Board has been asked to comment on a number of aspects of the Standard Committee's activities; need to follow up.

Other Business

There being no further items raised for discussion, meeting was adjourned at 19:35 (*moved by Frank Russo, seconded by Dalila Giusti*)

Footnote

After the BoD meeting and prior to the AGM, the Directors had a follow-up deliberation that led to the adoption of a revised protocol for filling positions on the Board.

Protocol is as follows:

A slate of twelve nominees is pre-selected by the Board. Their names are presented to the members at the AGM (projected on overhead screen).

The President calls for any additional nominations from the floor.

- a. If there are no new nominees, all board-nominated members are elected by acclamation.
- b. If there are new nominees, then the existing and new names are projected on the overhead screen and voting proceeds by secret ballot;
 - i. Membership at the meeting is asked to list on paper slips 12 of the names from the overhead
 - ii. Past president (or delegate) and a volunteer from the membership counts up the votes
 - iii. The 12 candidates with most votes are elected.

Board proceeds after the meeting to appoint officers.

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