



**ANNUAL GENERAL MEETING
ASSEMBLÉE GÉNÉRALE ANNUELLE**

Westin Nova Scotian Hotel, Halifax, Nova Scotia
Thursday, 8 October 2015
17:00-18:00

1. Call to Order: 17:10 – about 25 members

2. Approval of previous minutes:

MOTION to approve the previous minutes by Alberto Behar, seconded by Ramani Ramakrishnan, carried.

3. President's Report (Frank Russo)

- a. The Association's transition process with CRA under the new Canada Not-for-profit Corporations Act, which required an updating of bylaws, is complete; we filed as a registered charity as well; a formal name change to correct grammatical issues (superfluous articles) still needs to be filed in Ontario.
- b. Frank congratulated organizers on a very well planned and run meeting, but noted that numbers are still in a dip compared to several years ago. No full tally is available yet, but attendance stands at roughly 80 people for full registration and several more single day participants.
- c. Next year's conference in Vancouver will be at a different period of the year, 21-24 September, to dovetail with the World Congress of Audiology providing a cross-over between the two events. Congress chair Cathy Pichora-Fuller intends to incorporate audiology relevant content in the CAA-ACA congress. She is now assisted by Claire Wakefield who has agreed to co-chair the event.
- d. Guelph is confirmed as host city for the 2017 conference and is well underway with preparations. Organizing committee is chaired by Peter VanDelden. Christian Giguère is to be technical chair.

4. Treasurer's Report (Dalila Giusti)

- a. Finances are in good shape, in particular thanks to previous congresses (pre 2014) that did well financially. Also received substantial GST refund that offset losses incurred in the 2014 event.
- b. Not enough money is available in the capital account to pay for student prizes, so the Board has authorized the transfer of \$3,000 from the operating account. A total of \$6,650 [*updated number*] is being paid out in awards this year. Dalila noted that the Youth Science Fair (YSF) Award exacts a \$1,000 annual fee to manage the \$1,000 bursary.
- c. Investments (GICs) are maturing this year; one of them, a high-interest fund, is hoped to yield over 5%.
- d. Journal costs are the largest operating expense at \$29,000.
- e. Dalila reviewed the 2015 operating budget report. Revenues are about \$2,000 above expenses. Proposed budget for next year not very different, but sustaining subscriptions revenue appears to have dipped somewhat.
- f. Advertising revenue is higher after some slump, thanks to better management of the account and collections.
- g. PayPal fees expense is well justified by significantly improved collection of membership dues.

MOTION to accept the Treasurer's report by Mehrzad Salkhordeh, seconded by Peter VanDelden, carried unanimously.

5. Secretary's Report (Roberto Racca)

- a. Roberto gave a summary of membership (total 234 between members and subscribers of all types) and pointed out the good status of renewals.
- b. Ramani Ramakrishnan asked why membership is not nearly as high as appeared in previous reports; Roberto noted an error in the database, corrected last year, which caused inclusion of lapsed accounts in the totals.
- c. Annabel Cohen reminded that back in the mid 1980's, when she managed membership, the Association had up to 600 members by her account. She pointed out that likely there are more Canadian members in the Acoustical Society of America (ASA) than there are members overall in the CAA-ACA.
- d. Frank Russo pointed out the value to the acoustics community of what the Association provides, such as its strong outreach to students, and encouraged members to canvas for more people to join.
- e. Annabel noted that having a member of the executive focused on membership was an important feature in the past, and perhaps should be recommended for reinstatement.
- f. There was some discussion of the cost of attending the annual conference, which by comparison to other events of its nature is modest but, Annabel noted, is still high for academics when travel costs for themselves and their students are factored in. Frank noted that the Association is actively seeking increased industry sponsorship for student travel.
- g. Annabel suggested that a public lecture at each conference, well-advertised, could lead to greater participation and indirectly stimulate greater levels of membership.
- h. Frank asked whether anyone in attendance would volunteer to coordinate a drive toward greater exposure and increased membership, possibly serving in an adjunct role in the executive. There was no immediate expression of interest, so Frank asked all participants to keep considering the idea and perhaps offer recommendations; he reiterated that the quality of the Association is very high despite the small numbers.
- i. Gary Madaras, a member from Chicago, pointed out that the ASA has had a major drive for student membership and continues to hold events such as socials and mentoring designed to attract young people. Peter VanDelden suggested that the CAA-ACA put effort into targeted recruiting in specific areas of acoustics. Frank reminded that ASA has paid staff in such roles, but we will try to do better in encouraging volunteers.

Motion to accept the Secretary's report by Stan Dosso, seconded by Annabel Cohen, carried.

6. Editor's Report (J r mie Voix)

- a. Last year there was a request from members during the AGM to be shown usage stats of the online journal; the site has been equipped to provide that information, and J r mie presented some metrics for downloads of content from the JCAA. Visits to the JCAA site are now around 10,000 to 25,000 a month, and roughly 8,000 articles are downloaded each month. A number of downloads are performed by indexing robots (Google, Yahoo, Microsoft, etc.) as the JCAA site has an open access policy except for the most recent content.
- b. The membership database tallying code has been updated online so that it provides to both the Treasurer and Secretary the current statistics for paid-up members.
- c. Migration is underway to consolidate conference proceedings and journal articles into a unified database.
- d. 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 as it was perceived as a mandatory fee.
- e. The JCAA is still undergoing review for inclusion into the Web of Science. The process can take upward of a year, and in the meantime it is especially important that authors adhere strictly to publication guidelines to facilitate a positive outcome.
- f. Prof. Jos e Lagac e resigned earlier in the year from her Deputy Editor position and the role has been filled by Prof. Umberto Berardi as of September 2015.
- g. Digital Object Identifier (DOI) is in the process of being implemented to allow instant electronic referral. The Journal will have to pay an annual fee and initial setup costs for the identification of over 2600 articles.
- h. The JCAA on-line system has been migrated in spring 2015 to a virtual private server on OVH.net. The conference on-line system and CAA-ACA website will soon follow, and the old web hosting will be discontinued no later than March 2016.

- i. The October 2015 conference proceedings issue is due to be printed and sent out after the congress to ensure that only papers actually presented are included. In the future, proceedings issues will be printed before the conference but contain only the full articles for participants who did register ahead of time. The electronic version will be updated with articles from late registrants.

7. Other Business

Annabel Cohen provided an update on the YSF Award that she coordinates. It has been in place for about 20 years, and is meant to make acoustics a household word for science fairs. Prize is \$1000 and includes a student membership in CAA. This year the prize was won by two students who designed an acoustical aid for visually impaired people. They also won many other prizes for their work. Annabel suggested that such role models could be invited to give a keynote address at conferences. She thanked the CAA for their continued support of this award.

8. Elections

- a. The Past President normally coordinates the elections, but Christian Giguère was not present so Stan Dosso (prior Past President) agreed to serve in that role.
- b. Frank Russo gave a preamble explaining changes in bylaws under new status of the Association.
 - Each member is only elected for a one year term, so all Board members have to be re-elected (or replaced) at every AGM.
 - Officers are not elected, but appointed from the group of elected directors.
 - There is no stated maximum term for directors, but a guideline term of four years is encouraged.
- c. Frank requested approval from the membership that a slate of twelve (12) directors be maintained. *Motion to approve by Ramani Ramakrishnan, seconded by Stan Dosso; carried with none opposed.*
- d. Frank listed the proposed members of the slate: Alberto Behar, Bill Gastmeier, Bryan Gick, Dalila Giusti, Michael Kieft, Hugues Néglise, Kathy Pichora-Fuller, Roberto Racca, Joana Rocha, Frank Russo, Mehrzad Salkhordeh, and Jérémie Voix. He pointed out that former director Karen Turner did not intend to continue serving, but Joana Rocha (Carleton University) was willing to stand for the role.
- e. Stan Dosso took over to run the election. He asked whether there were any nominations from the floor, in which case an election would be held. Three calls for nominations were made with no response, so the slate was approved by acclamation.

Motion to adjourn by Dalila Giusti, seconded by Benjamin Tucker, carried.

Meeting adjourned at 18:15.

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