

**Canadian Acoustical Association**  
**Minutes of the Board of Directors Meeting**  
Held by video conference  
1 April 2016

Present: Frank Russo (chair), Alberto Behar, Bryan Gick, Dalila Giusti, Michael Kieft, Hugues Nélisse, Kathy Pichora-Fuller, Roberto Racca, Mehrzad Salkhordeh, Jérémie Voix

Minutes taken by Roberto Racca

Video conference started at 15:30 EDT

Meeting called to order (all participants on-line) at 15:45 EDT

Frank Russo opened the meeting by noting that only an unofficial telephone discussion among Board members had taken place since the previous formal Board meeting in October, and the October minutes had been effectively approved through e-mail exchanges; there was therefore no requirement for formal approval at the present meeting.

**President's report (Frank Russo)**

Frank did not submit a formal report but provided instead a verbal overview of activities. His update touched primarily on a rekindled communications strategy for the Association. Over the past months he had built up the use of social media as a means of disseminating information of relevance to members of the Association. The CAA-ACA's LinkedIn account had been lying dormant but still had some 450 legacy connections; since its reactivation 60 more connection requests have been approved; newly created accounts on Twitter and Facebook attracted that far 66 and a dozen contacts respectively. Frank indicated that he had been posting almost daily news and updates on acoustics matters. As he had only committed to carry out the social media communications role until the end of April, a way forward had to be determined. The role of communications director could be filled by either a Board member or an external person, assisted by student volunteers gathering and providing feeds of information. Kathy suggested that messages should focus on interesting news about acoustics and the acoustics community, more than just internal business of the Association; Frank saw a mix of the two as optimal content. Conventional e-mail blasts would still be used in very controlled situations where their value outweighed the potential annoyance, an example being an announcement about the upcoming CAA conference. After some discussion, Frank suggested that the role of communications director could be defined as an additional dedicated position on the Board. Before taking that step, however, it was proposed that current Board member Joana Rocha be offered the role with Huiwen Goy (a current grad student of Kathy) as deputy / coordinator.

**Treasurer's report (Dalila Giusti)**

Dalila reported good success in bringing up revenue levels from advertising fees and actually collecting on receivables in a timely manner. A substantial HST refund and a number of recent membership renewals also boosted the finances. The Association currently has \$281,000 in investments in various GIC's, none of them at maturity yet. Dalila noted that interest rates were not very high but as good as could be expected for low risk investments. The 2015 CAA-ACA conference held in Halifax posted a final profit of \$4854.29.

In discussion, Frank brought up the matter of travel subsidies for students presenting a paper at the annual conference. In e-mail exchanges that had taken place since the October meeting

it had been proposed to provide subsidies of \$500 per student (increased from the \$250 originally discussed by the Board) up to a maximum of \$10,000 yearly. The larger contribution per individual was thought by the proponents to be more realistic both in terms of what the subsidy could cover and of the usual number of student participants. Some debate arose around whether the variable levels of conference sponsorship should affect the approach, and the need to retain consistency from year to year. Dalila commented that the e-mail discussions of the increased subsidy level had not included everyone on the Board and therefore it was not possible to reach agreement on the matter at that point. Kathy moved that a yearly amount of \$10,000 be allocated for the travel subsidy without yet including specifics on its apportioning. Mehrzad seconded. The motion was carried with only Dalila opposed, but the Board agreed that the approach would have to be revisited in future years.

Roberto moved to approve Treasurer's report; Mehrzad seconded. Approved unanimously.

### Incidental business

Jérémie and Kathy had to excuse themselves from the meeting around 17:10 EDT, about halfway through the Secretary's report (below). Before signing off, Jérémie brought up an action item calling for due recognition of the graphic artist in charge of the journal cover, who had first submitted a logo design that likely had inspired the one that the CAA eventually adopted. A \$250 remuneration was proposed to be given to Simon for the logo design; there were no objections to approving the request and Jeremie is to check if this proposal is accepted.

### Secretary's report (Roberto Racca)

Roberto provided and reviewed the current tally of Association members and Canadian Acoustics subscribers as summarized in the table below, which shows by comparison the numbers for 2015 reported at the October meeting.

Category	Paid-up 2016	Paid-up 2015
	As of 1 April 2016)	As of 5 Oct 2015)
Regular member	133	165
Emeritus	1	1
Student	18	22
Sustaining subscriber	26	28
Indirect subscribers		
- Canada	5	3
- USA	4	6
- International	3	5
Direct subscribers	3	4
<b>Total</b>	<b>193</b>	<b>234</b>

Roberto noted that the substantial drop in numbers especially in the regular membership was cause for concern and would require follow-up as it was unclear whether members had chosen not to renew or were encountering problems with the online renewal and payment system which might have caused them to abandon the attempt. Over the past year 9 members had contacted the Association indicating that they would not be renewing due to changes in their professional situations, such as retirement. On the other hand, Roberto had received and acted upon a number of requests for assistance with the on-line payment process; in most cases the problem appeared to be related to PayPal declining credit cards without cause. A few members had resorted to manual renewal and payment by cheque, but others might simply have given up and not renewed. J r mie pointed out that PayPal had been having significant issues of late with declining of cards for no apparent reason, as documented by online forums. Roberto indicated that he would follow up one on one via e-mail with recently lapsed members to determine what had caused them not to renew, and would comb further through the membership database and cross correlate with Dalila's PayPal remittance summaries to better understand the dynamics of the decline in membership. On a related matter, he noted that the process of manually renewing institutional subscriptions managed by agencies (which still rely on purchase orders and mailed cheques) had been streamlined somewhat but still entailed lags because of the decentralized paperwork; in some cases, this had resulted in missed mailings of issues.

Roberto reported briefly on other communications to the Secretary that included notifications of congresses and other events, requests for endorsement and/or support of particular initiatives, and some suggestions for changes within the organization primarily related to membership fee structure. He would forward these to the Board and the executive officers for direct action or consideration at the formal meetings. Specifically, Roberto brought up a recent request by Michel Stinson to be nominated for a further term as representative of the Association on the ICA Board for 2016-2019; this was approved by the Board members remaining in the meeting.

Frank moved to approve Secretary's report; Dalila seconded. Approved unanimously.

#### **Editor's report (J r mie Voix, in absentia)**

The members of the Board still in attendance reviewed the report submitted by J r mie, which included some updates on matters raised at previous meetings: indexing of the Journal by SCOBUS, indirect subscriptions renewal glitches already noted by the Secretary, migration of Journal and Conference web sites to a Virtual Private Server, and a budget requirement of \$275 per year to support Digital Object Identifier for instant electronic referral of JCAA articles. Items of new business included the execution of a publishing agreement with EBSCO, fixing of bugs in the database script that generates the Members' Directory, updating of contact information for the CAA-ACA domain, and acquisition of a security certificate for the web sites at a cost of \$150 per year. The report also noted the upcoming or planned publication of two special regional interest editions of Canadian Acoustics, the June 2016 issue (curated by Umberto Berardi) covering activities in the Greater Toronto Area and the June 2017 issue (pending confirmation by Sean Pecknold) that would cover the Halifax region.

No issues or concerns were raised with the contents of the Editor's report, including budgetary requirements.

#### **Awards coordinator's report (Hugues N lisse)**

Hugues provided an update on the status of the general Prizes of the Association, all of which had been awarded for 2015; the applications deadline for 2016 would fall on 30 April. The Canada Wide Science Fair Award in Acoustics was to be issued at this year's event at McGill University on 15-20 May, and judges were being sought. Hugues alerted Board members that the candidate papers for the Directors' Award were being checked for eligibility and would soon be circulated for evaluation. There was some discussion on the matter of the newly instituted award in honour of John Bradley, that John lately requested be focused on work in architectural acoustics whereas the original understanding was that it should recognize work of a multidisciplinary nature. This would create a duplication of emphasis with the Tom Northwood award in architectural acoustics. Hugues indicated that he would endeavour to follow up with John Bradley and present the situation so that an outcome agreeable to all parties may be reached.

On an informational level, Hugues mentioned that two young researchers recently contacted him asking for letters of recommendation from the CAA-ACA for their funding applications for travel to international conferences. In this instance he knew the applicants personally and he provided the endorsement upon Frank's approval; there was, however, no official protocol for requests of this kind. The Board members in the meeting agreed that for the time being these infrequent requests could be handled on a case per case basis. If the demand for such letters were to intensify, a vetting procedure might have to be established.

#### **Other business: translation services**

Frank pointed out that the Association needs translation of abstracts, notices etc. into French (or from French to English) for the Journal and web site, and noted that at times authors have had to pay outside agencies for such translation services. Dalila suggested that the CAA gather a panel of volunteers to provide these services free of charge within the context of the Journal requirements. All agreed on pursuing this initiative.

Meeting was adjourned at 17:40 with motion by Dalila.



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