

# CANADIAN ACOUSTICAL ASSOCIATION

## Minutes of the Board of Directors Meeting

Tuesday, 27 September 2022 13:30 – 16:30 PM (EDT)  
Sheraton Hotel Newfoundland, St John's and Zoom videoconference

### 1. Call to Order

Meeting was called to order at 4:30 PM NDT

Present in person were Jérémie Voix (chair), Victoria Duda, Bill Gastmeier, Bryan Gick, Michael Kieffe, Roberto Racca, Joana Rocha, Mehrzad Salkhordeh, Len Zedel, Ben Zendel. Attending online were Umberto Berardi, Dalila Giusti, Andy Metelka, Hugues Nélisse.

The meeting agenda was approved as proposed (moved by Jérémie, seconded by Mehrzad).

### 2. President's Report (Jérémie Voix)

Jérémie updated the Board on the status of several ongoing major projects that would necessitate a more active involvement on the part of designated Board members or external resources.

Most important is the migration of the CAA website to the latest WordPress format; Jérémie indicated that he was hoping to line up volunteer help through a direct appeal to members of the Association. Many details of the content rendering must be fine tuned to work properly.

The initiative to create an inventory of training programs in acoustics across Canada needs dedicated volunteers. The goal would be to set up an online repository of all the professional, undergraduate, and graduate courses/training offered through universities, colleges, associations, etc. for the benefit of the entire Canadian acoustic community.

Board of Directors operation manual and procedures update: Michael Kieffe reported no progress to date but remains keen on leading the initiative. Our operation manual has not been updated since early 2000's, whereas the role of several key resources has evolved over time, and it would be good to update this information and transcribe it to a wiki.

Solicitations for Practitioners' Corner feature in Canadian Acoustics: Alberto Behar's efforts in canvassing for submissions have not yet led to substantial results. Bill Gastmeier suggested that the drumming up of interest should be broadened to a membership drive. The matter was left to be brainstormed at some future opportunity.

The language pack improvement initiative for the journal and membership management portal site, aimed at providing clear and unambiguous terminology and directives in both English and French, is now ripe for progression on the latest version of OJS. Roberto Racca is the lead for this effort, and he recommitted to the task.

A proposed Local Chapters "starter kit" needs a dedicated volunteer to develop content and to support related activities. Several groups have shown interest in launching "local chapters", and the CAA-ACA could offer these groups practical resources to facilitate the task and assist with coordination.

Andy Metelka confirmed that he is still interested in developing a version of the French short film "What's an Acoustician?" more attuned to the Canadian context and with bilingual audio; Ben Zendel offered his assistance in locating talent for the voice-over.

Jérémie then updated the Board on the development of new functionality in the OJS journal and membership management portal, after a succession of transitions to different platforms finally culminated in the selection of the PKP environment hosted by Simon Fraser University. The transition was completed in July 2022, and the migration of many scripts and programmatic tools supporting the user experience was being finalized by Cécile LeCocq. A major improvement, Jérémie noted, is the management of advertising in the journal as a form of subscription; this

not only simplifies payment for advertising but ensures that notifications are sent when an insertion run is about to end and enables current advertisers to have full access to the journal. Dalila Giusti reported great improvement in the collection of advertising revenue since the system went online.

Lastly Jérémie announced that Board member Alberto Behar would not be seeking re-election after long years of dedicated service to the Association for which Jérémie expressed great appreciation. The vacated position would enable Victoria Duda to seek appointment at the AGM as a regular Director after having held a one-year special tenancy on the Board, and continue in her executive role of Awards Coordinator.

### **3. Treasurer's Report (Dalila Giusti)**

Dalila reported that the Association's finances remained in good state, despite a decrease in revenue from member dues which jives with an overall downward trend in membership numbers that would be further elaborated in the Secretary's report. A few investments (GICs) had come to maturity this year and generated about \$28,000 of interest over their terms of 3-5 years from a total invested base of about \$350,000. Current investments and re-investments will come due between November 2023 and May 2027.

As the interest on investment is amply supporting the student awards granted by the Association, Dalila indicated that she had included in her budgeting an increase in the monetary value of the prizes, which would be presented by the Awards Coordinator later in the meeting and opened to discussion and voting by the Board. On the other hand, she noted that the Association would need to be parsimonious in its use of the operating fund, which cannot receive monies from investments, given the slump in membership dues and higher costs of operations. Revenue from advertising in the journal, however, has gone up thanks to the immediacy of fees collection with the new online billing; \$14,000 were collected in the first round of insertions since the system went live. All that considered, Dalila said she would investigate increasing the investment base with a transfer between \$25K and \$50K from the Operating to the Capital fund subject to Board approval in the upcoming budget vote.

Looking at the financial picture for the imminent conference, Dalila informed the Board that AWC 2022 was projected to incur a deficit; the exact amount was not yet known. She noted that any unspent student travel allocation could be used to help shore up the conference budget.

Printing costs for the journal are expected to be substantially higher with the inevitable changes in production arrangements, Dalila noted; it will be ideal if they can be supported with increased advertising revenue, but ways to keep costs low should also be sought. The March issue (mailed out last June) was published by a new printing house with very high quality, possibly even excessive; this aspect should be revisited to seek greater cost effectiveness. Dalila added that 100 copies of the September issue, printed just in time, were delivered to Umberto at the airport that day and were being hand-carried to the conference for distribution; they were also expected to be expensive. For the longer term, former chief editor of the journal Ramani Ramakrishnan has volunteered to seek quotes from three printers and provide a cost-benefit analysis leading to a choice.

Dalila went through some highlights of the 2022 and proposed 2023 budgets (previously circulated to all Directors) and a brief discussion ensued especially regarding the student travel support for AWC, which Dalila suggested should be structured in a way that is fair to students incurring the greatest costs. The matter was left to be brainstormed in a separate forum (Jérémie suggested having it on the agenda for the Spring meeting); for the present AWC it was agreed that all out of town student participants would receive \$500.

Dalila moved that the budget and related provisions be approved; the motion was seconded by Jérémie and carried unanimously in the Board's vote.

### **4. Editor's report (Umberto Berardi)**

Umberto updated the Board on the challenges faced with the production of the journal, which he had outlined in detail at the previous meeting in the Spring. The editorial workflow problems associated with the hindered functionality of the online journal management system (OJS) have now been largely overcome after the final port

to the PKP hosting; a tougher difficulty had been the bankruptcy of the publishing company that had handled the printing and mailing of the physical journal for much of its existence. After having to iterate through another printing house that managed producing one issue before it too went into difficulties, a new printer was engaged that provided a high-quality product but at substantially increased costs. The first issue of Volume 50 (the nominal March 2022 issue) was printed and mailed in June, then priority had to be given to the September issue (Vol. 50 issue 3) because it is the conference issue collecting the proceedings papers and traditionally distributed before the event. 100 copies of that issue, as already mentioned by Dalila, were delivered to Umberto in Toronto that very day for hand-carrying to St. John's, but the frantic editorial and production effort had required to leapfrog completely issue 2 (June 2022). Umberto asked the Board for advice on what to do next – skip the June issue and publish the December one or publish issue 2 out of temporal sequence. Jérémie noted that a journal should never skip an issue as that would create indexing problems by various indexers (Google Scholar, Elsevier, etc.), and the Board recommended to go for the full four issues also to meet obligations to advertisers.

Umberto noted that content is available in reasonable quantity to populate a delayed June issue, though it will not be a very thick one; the December issue will be more substantial. It was noted that it would be preferable from the standpoint of full-year advertisers to have a distinct mailing of each issue even if they were produced in close succession, because it would raise greater readership attention to each ad. After some discussion of the practicality and cost of the alternatives it was agreed that issues 2 and 4 would be mailed out distinctly on whatever production schedule could be achieved.

## **5. Secretary's Report (Roberto Racca)**

Roberto presented as per usual format a comparative table of membership numbers and their trend over the previous 12 months. He noted that the numbers for both the full and student membership categories had steadily decreased, totalling a loss of almost 50 members year on year relative to Fall 2021. As an arguably contributing reason he conjectured that following a rise in numbers leading up to the AWC virtual event of early October 2021, for which membership had been a registration prerequisite, numbers might have fallen through non-renewal because people were not similarly motivated to attend the in-person event in 2022 even at discounted member rates. Roberto noted that, if indeed a cause for the drop, this would raise the possibility that in-person conferences may not be as effective a stimulus for membership after the experience of a virtual event in the two past years.

A discussion followed among Board members on the relevance of the demographics (professional affiliation and career stage) of members who failed to renew. A recommendation was made to the Secretary to generate the needed analytics for interpreting as far as possible any patterns, then reach out to members in an informed approach to re-engage them. Roberto also noted that – although the number of sustaining subscribers tends to endure out of an exemplary commitment of that group – we should think of better ways of recognizing and enhancing the profile in the Association of these organizations who contribute to and empower its activities. One possibility is to feature on a rotating basis, in a prominent placement on the online Journal site, a brief profile of each sustaining organization, e.g. as the “Sustainer of the month”. The suggestion was raised to do something similar for student members, whose career objectives would receive a boost from the showcasing of their interests and research in such a manner. These ideas will be explored and may provide a valuable way to engage in a much more tangible and individual manner key sectors of the membership.

## **6. Awards Coordinator's Report (Victoria Duda)**

Victoria presented the summary of the prizes to be awarded this year and noted that no entries were received for the Fessenden prize in underwater acoustics, an especially noticeable absence at a conference where that subject is especially prominent in the program. She stressed the importance of better social media showcasing, particularly on LinkedIn, of not just the winners but also their academic advisor and research topic – thus creating a highly visible promotion across professional circles which would motivate others to pursue the awards also for the sake of the exposure.

Victoria raised the matter of the Hétu prize, which had previously been the subject of some discussion as to whether instead of a preselected book the prize it could be converted to the monetary value of a book. Jérémie had done some background research and found no evidence that the original prize was set up explicitly to be a selected book. Victoria suggested that unless some restrictive evidence was brought up, the change should be presented to the membership at the AGM. Brian proposed and Dalila seconded a motion to make the cash amount \$300; all Board members approved.

Referring to a passage of the Association's operations manual, cited in her report, which gives Directors the power to authorize through a majority vote any "expenditures for the purpose of furthering the objects of the corporation", Victoria moved for an increase of 30% of all monetary prizes; Mehrzad seconded. All voted in favour, with the change having effect immediately to increase the current year's prizes.

Lastly Victoria raised the question of whether the Directors' Award should be revived this year; she presented a list of recent articles published in Canadian Acoustics that could qualify for the Award provided at least one author was a member of the Association. Hugues provided some detail on the evaluation and scoring system as was practiced in the past. It was agreed that the award would go ahead this year and Victoria would make the necessary arrangements to enable scoring by the Directors.

## **7. Social Media Editor's Report (Romain Dumoulin)**

Speaking on Romain's behalf, Jérémie gave a brief update on the status of the Association's social media, which are steadily gaining a regular following and featuring an increasing range of content.

He relayed a request from Romain that people use a designated hashtag for any postings related to the conference; this will be communicated to the conference participants at the beginning of the event.

## **8. Current and Upcoming Meetings**

### **a. AWC 2022: St-John's (Benjamin Zedel & Len Zedel)**

The co-chairs informed the Board that the event was fully coordinated and ready to start the following morning. They identified some key statistics and facts:

- Over 80 people registered.
- 70 presentations; two keynote talks.
- Session on teaching of acoustics did not receive strong input – but it is a valuable idea.
- Coast Guard ship tour by prior registration is arranged and set to proceed.
- Harbour symphony – ships' horns chorus – will take place on the Friday noon.

### **b. ISO TC43 Plenary Montréal 2023 (Jérémie Voix)**

Organizing well underway.

### **c. AWC 2023 Montréal (Olivier Doutres)**

Organizing well underway.

### **d. AWC 2024 Toronto Ryerson (Umberto Berardi)**

Still some question of whether a more Western location might be preferable, but Ryerson is ready and committed to host the event at this point.

**e. InterNOISE 2025 Ottawa (Joana Rocha and Sebastian Ghinet)**

Joana provided an update on the bidding process that now has Ottawa and Brazil (city not specified) as the two competing candidates. The City of Ottawa was very helpful in putting together an outstanding quality bid. Budget turned out to be a primary factor and Brazil seems to have a stronger position than Ottawa; the final word is not out – will know in November.

**f. AWC 2025 Ottawa (Joana Rocha and Sebastian Ghinet)**

Conditional to InterNOISE bid not being successful for Ottawa. In that case, could instead consider hosting AWC 2024 if Ryerson preferred this option.

**9. Varia**

No new matters were raised.

**10. Next Meeting**

To be held in Spring 2023 by video conference.

**11. Motion to adjourn**

Moved by Jérémie, seconded by Dalila. Meeting adjourned at 7:45 PM NDT.

# CANADIAN ACOUSTICAL ASSOCIATION

## Minutes of the Annual General Meeting

Thursday, September 29<sup>th</sup>, 2022, 17:00-18:00 PM (NDT)

Sheraton Hotel Newfoundland, St John's

### 1. Call to Order

Meeting was called to order 17:05 (NDT) by Jérémie Voix (President), who said a few words of welcome to 31 people in attendance and introduced the meeting agenda. He moved that the agenda be adopted, seconded by Mehrzad Salkhordeh.

### 2. President's Report (Jérémie Voix)

Jérémie updated the attendees on some of the project initiatives that the Association is pursuing, for some of which he appealed for assistance from volunteers among the membership; he highlighted in particular:

- The migration of the main CAA-ACA web site to the latest WordPress environment.
- The creation of an inventory of training programs in acoustics across Canada.
- An outreach among members of the noise control consulting industry to solicit editorial contributions to a Practitioners' Corner regular feature in Canadian Acoustics.
- The coordination and support of local chapters promoting acoustics knowledge and the activities of the Association, through visibility on the CAA web site and the creation of a "starter kit".

Moving on to new business, Jérémie informed the members that the Open Journal System portal, which had experienced major malfunctions following its migration to the professionally hosted environment OpenJournalSystems.com, has been moved to the PKP platform hosted by Simon Fraser University. The transition was completed in July 2022 and is working well; the migration of scripts and tools supporting functionality from membership management to journal production was being finalized by Cécile Le Cocq. A major improvement that is now fully implemented, Jérémie noted, is the management of advertising in the journal as a form of subscription; this not only simplifies payment for advertising but ensures that notifications are sent out when an insertion run is about to end and enables current advertisers to have full access to the journal.

Lastly Jérémie announced that long-time Board member Alberto Behar, whom he thanked publicly for his years of service to the Association, would not be seeking re-election. This would enable Victoria Duda, currently reaching the end of a one-year special tenancy on the Board as allowed by the Association articles, to seek appointment as a regular Board member and continue in her executive role of Awards Coordinator. Jérémie noted that Victoria's presence would help balance gender representation on the Board, and he also advocated for an increase in future rollover of Board positions to new participants through the establishment of a more formal cycle.

### 3. Treasurer's Report (Dalila Giusti)

Jérémie, delivering the report on behalf of Dalila in her absence, highlighted key points from the financial statements of the Association. He presented a comparative table of accounts balances over the previous few years, showing a solid financial position with over \$553,000 in assets between capital fund (from which awards are distributed), operating fund (for general expenses) and investments. He noted that the interest from investments (held in several GICs that protect the principal and guarantee a minimum rate of return, which over the years has often been substantially exceeded) is the source of funding for awards and pointed out that assets from the operating fund can be moved to the capital fund but not vice versa. He then presented a list of disbursed awards, noting that by decision of the Board the monetary value of all awards save the Science Fair scholarship had been permanently increased by 30%; the total payout in prizes for 2022 is \$9,300 (a few awards including the Fessenden prize were not bestowed for want of applicants) against an interest income of \$28,320.

Jérémie presented the current year budget comparing actuals to forecast on both sides of the balance sheet; he commented on a higher-than-expected revenue from advertising thanks to the guaranteed payment under the new online management system, but a substantial increase in journal production costs caused by the need to engage new printing houses as the pandemic caused the long-time incumbent as well as others to fail. Pending the actualizing of the remaining production costs for the journal and the financial performance of the current conference (the first in-person since the pandemic), the definitive financial position for the 2022 fiscal year remains uncertain. Jérémie then presented the proposed budget for 2023, which conservatively forecasts a deficit of about \$10,000. He moved for the budget to be approved, which was seconded by Roberto Racca; the motion carried.

#### **4. Secretary's Report (Roberto Racca)**

Roberto opened his presentation with a table of membership numbers and their trend over the previous 12 months. He noted that there had been a decrease in numbers in both the full and student membership categories, totalling a loss of almost 50 members year on year relative to October 2021. He surmised that following a rise in the lead-up to the Acoustic Week in Canada virtual event of early October 2021, for which membership was a prerequisite, numbers might have fallen by attrition as people were not similarly motivated by lower registration fees for members to attend the in-person event in 2022. Although the downward trend cannot be solely attributed to this cause, Roberto noted, this alerts to the possibility that in-person conferences may not be as effective a stimulus for membership after the experience of a virtual event in the two past years. That factor aside, he continued, it remains imperative that the Association provide greater value and motivation to its members if the trend in membership numbers is to be turned upward. While inviting contribution of any suggestions to that end, Roberto mentioned an idea discussed recently with the Board for raising the visibility of some key segments of the Association's ranks through rotating monthly postings on the CAA-ACA web site of institutional and individual profiles of one or more sustaining subscriber(s) and student member(s). This and other initiatives aimed at recognizing and showcasing the qualifications of members and institutional supporters of the Association would be considered and acted on by the Secretary and other members of the executive and Board.

#### **5. Awards Coordinator's Report (Victoria Duda)**

Victoria presented a list of the 2022 award winners and the monetary value of each prize. She emphasized the fact that prizes had been increased by 30% by recommendation of the Board and announced that the Hétu prize had been converted from a preselected book to a \$300 cash value. Noting that not all the prizes had been awarded that year for want of nominees, Victoria exhorted the coordinators of individual awards to reach out more broadly to university faculty and publicize the winners and their supervisors in social media to give a strong profile and appeal to the awards and the Association.

#### **6. Editor's Report (Umberto Berardi)**

Umberto gave an update on the challenges faced with the production of Volume 50 of Canadian Acoustics in 2022. There had been difficulties associated with the functionality of the online journal management system (OJS) that have now been largely overcome; a bigger challenge had been the bankruptcy of the publishing company that had handled the printing and mailing of the physical journal for much of its existence but could not survive the downturn caused by the pandemic. An alternative printing house handled the printing and distribution of the March issue (mailed in June) before it too was unable to remain in business; a new printer had then been engaged to produce the all-important September conference issue that was distributed at the current event, with excellent quality of product but higher costs than in the past. Umberto noted that on the advice of the Board it had been decided to next publish the June issue to ensure consistency of indexing (approved article content was already available), followed by the December issue.

Umberto noted that there were some critical vacancies on the editorial board in fields that included Bioacoustics, Physical Acoustics and Underwater Acoustics, and he invited suggestions or volunteering by qualified candidates. He pointed out that the new online production system required some new training for the editors. Finally, Umberto noted that features of the journal such as the Practitioner's Corner had been neglected of late but will be revitalized, because Canadian Acoustics should be of value to all sectors of our membership, not only the scientific community.

#### **7. Social Media Editor Report (Romain Dumoulin)**

Jérémie gave a brief presentation on behalf of Romain Dumoulin, showing a few screenshot examples of recent posts on Twitter and LinkedIn related to promoting events at the present conference, and displaying trend statistics that indicate a steady increase in following and activity on the platforms that the Association uses. He noted that the publishing of CAA-ACA news, events and initiatives on LinkedIn and other media is a main focus, and encouraged the submission of relevant items to post.

#### **8. Meetings Present and Future**

AWC 2022: St John's, Newfoundland (Benjamin Zedel and Len Zedel, Memorial University, co-Chairs)

Len Zedel and a member of the AWC 2022 organizing committee, Cristina Tollefsen of DRDC Atlantic in Halifax, shared the stage and provided an update on the current conference, the first to be held as an in-person event since 2019. They reported that 80 participants had come to the conference, 16 of them students – a respectable attendance especially given the far-flung location of the event and the uncertainties still associated with travel in the unpredictable circumstances of the pandemic. Noting the ocean facing setting and maritime traditions of St John's they remarked on the three underwater acoustics sessions on the program, two of them on shipping noise. They congratulated on their dedication the core volunteers

who helped most directly with the organizing of the conference, and thanked for their support the sponsors and exhibitors who made possible various activities throughout the event and provided a focus of interest. Len spoke about some of the unique sharing of knowledge that took place at this edition of AWC including the session on teaching of acoustics, and advocated for future congresses the planning of session topics that would promote cross-disciplinary thinking. Shifting attention to the social aspects of the gathering, he commented on a very well attended students social evening and the upcoming banquet, Coast Guard ship tour and Memorial University school of music visit. Lastly, he remarked on the high quality and very positive reception of the two plenary sessions, one by Michael Schutz on improving safety-critical alert sounds based on learning from musical acoustics, and the other by two members of the Canadian Coast Guard on the acoustic components of aids to navigation.

Jérémie thanked and complimented the AWC 2022 organizers and proceeded to give an overview of planned future annual conferences and related meetings. He commented on the progress being made in organizing for 2023 a CAA-sponsored event in Montréal of the ISO TC43 plenary meeting (chair: Jérémie Voix, ÉTS) , which prompted a comment from Peter van Delden of RWDI who argued for greater participation of subject experts in standards committees as a service to the acoustics community. Jérémie announced that AWC 2023 would also be hosted in Montreal (chair: Olivier Doutres, ÉTS) and moved on to flexible plans for AWC 2024, which could be held in the Toronto area (chair: Umberto Berardi, Ryerson) subject to the outcome of a bid led by Joana Rocha for hosting InterNOISE 2025 in Ottawa. Joana took the floor for an update on that subject; she noted that Ottawa's proposal was submitted to INCE several weeks earlier in Glasgow and is in competition with Brazil, whose very aggressive budget might yet carry the day. Should the large organizational responsibility for InterNOISE 2025 not fall to Ottawa, Joana noted, AWC 2024 could be held in Ottawa under her chairing (co-chair: Sebastina Ghinet). She pointed out that Ottawa has a large scientific and technical community related to acoustics, which would promote a substantial attendance.

## **9. Board of Directors Elections**

Jérémie introduced the current slate of directors, including Victoria Duda on an expiring one-year special appointment, and indicate that all would stand for re-election save for Alberto Behar whose vacated position as regular Board member could be taken up by Victoria. He called for any other nominations from the floor; there being none, he asked for a vote by show of hands to re-elect the members of the Board. The attendees ratified the reappointment and expressed appreciation for Alberto's service.

## **10. Varia**

None on the agenda, nor raised from the membership.

## **11. Motion to Adjourn**

Moved by Jérémie, seconded by Mehrzad Salkhordeh. Meeting adjourned at 17:55 (NDT).