

CANADIAN ACOUSTICAL ASSOCIATION

Minutes of the Annual General Meeting

Thursday, October 5th, 2023, 5:15-6:15 PM (EDT) at
Plaza Centre-Ville, Montreal, QC

1. Call to Order

Meeting was called to order 17:15 (EDT) by Jérémie Voix (President), who said a few words of welcome to the 25 people in attendance and introduced the meeting agenda. He moved that the agenda be adopted, seconded by Victoria Duda.

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

After announcing that this would be his last report as President (more about this later), Jérémie updated the attendees on some of the project initiatives that the Association had been pursuing. He highlighted in particular:

- The now completed migration of the main CAA-ACA web site to the latest WordPress and PHP environment, ensuring its maintainability and compatibility with current standards.
- The updating of the CAA-ACA's Operations Manual and its organizing as a wiki for easy maintenance and consultation, a task led by Prof. Michael Kiefté.

Jérémie informed the members that, following the transition in July 2022 of the Open Journal System (OJS) portal to the PKP platform hosted by Simon Fraser University, the migration of all scripts and tools supporting its functionality had been completed in Spring 2023. 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. Jérémie also provided an update on the current local chapters of the Association, in Toronto and Montréal: both are now coordinated via Google Groups, moderated respectively by Mikk Tomme and by Romain Dumoulin and Raphael Duée.

Jérémie commented on the fact that over the 2022-2023 period numerous members reportedly had not received renewal notifications by e-mail, leading to the expiration of their active status. This had been traced to the way reminder e-mails were structured and sent, which made them liable to be blocked by spam filters; such technical issues had been corrected, and notifications were now being received reliably. He also noted that despite fluctuations in membership caused by the erratic renewal process, ultimately numbers remained solid. As for enhancements in the services and value offered to subscribers and authors, Jérémie mentioned new value-added features in the digital publication of Canadian Acoustics including easily embeddable citation links for social media and other communication platforms and indexing on the QuietLinks specialised library of noise and quiet related articles.

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 reminded the membership that the Association's awards are funded by the interest from investments, and that the principal cannot be touched (all investments are held in principal guaranteed GICs). He presented a comparative table of accounts balances over the previous few years, showing a solid financial position with over \$541,000 in assets between capital fund (from which awards are distributed), operating fund (for general expenses) and investments. He noted that investments have traditionally yielded a rate of return well above the guaranteed interest. He then presented a list of disbursed awards, for a total payout of \$11,100 with virtually all prizes having been awarded.

Next, Jérémie reviewed the current year budget, comparing actuals to forecast. The Association realised a higher-than-expected revenue from membership dues, thanks possibly to the interest in membership generated by the current conference. This was offset, however, by a further increase in journal production costs even above the already high 2022 level (Jérémie noted that the journal costs were driven up by an uncommonly large conference proceedings issue, likely to be an isolated phenomenon). The 2022 annual conference in St John's, Newfoundland, despite marking a very successful return to in-person meetings after the pandemic, resulted in a modest loss. Altogether, as it had been forecast, the CAA-ACA would post a deficit for 2023.

Jérémie then presented the proposed budget for 2024, which forecasts a deficit of about \$16,000. He informed the membership that after careful consideration of the options, the Board had recommended to keep the dues unchanged for all levels of individual membership but with no print delivery of the journal; a new category of regular membership with printed

journal would be available for annual dues of \$140 (\$20 higher than the current fee). Jérémie moved that the budget and new fee structure to be approved, seconded by Prof. Frank Russo; the motion passed unanimously.

4. Secretary's Report (Dr Roberto Racca)

Roberto began his presentation showing a table of membership numbers and their trend over the previous 12 months. He noted that a remarkable recovery had taken place after a severe slump he had reported to the Board at the mid-year meeting in May. Indeed, in the two main membership categories (regular and student members) the numbers now exceeded substantially those reported at the AGM of Fall 2022, yielding a grand total of 224 between individual members and institutional subscribers. Roberto surmised that the drop observed earlier may have been due to lack of effective notifications of expiring memberships rather than waning interest, as a campaign of e-mail reminders in the lead-up to the annual conference was successful in boosting renewals. He noted as well that both advertisers and sustaining subscribers had rebounded to earlier numbers, demonstrating continued interest despite past challenges in journal publishing. It also appeared that ongoing support efforts to enable institutional subscribers to benefit from network-based free access to Canadian Acoustics content were well received.

The numerous requests of assistance with online renewals made to the Secretary in the wake of the reminder campaign, Roberto noted, highlighted again the challenges that the current portal presents to individuals trying to purchase or renew memberships or subscriptions, despite Jérémie having inserted links to "how-to" video clips in the reminder e-mails. Roberto committed to focusing his activities in the coming months on collaborating with Jérémie and other specialised resources in making the OJS portal and related administrative processes clearer and more intuitive, especially in view of eventually transitioning his secretarial duties to a successor.

5. Awards Coordinator's Report (Prof. Victoria Duda)

Victoria presented a list of the 2023 award winners and the subject, coordinator, and monetary value of each prize. Noting that there were entrants this year in most categories and nearly all prizes had been awarded, she thanked the individual coordinators and urged them to publicize the winners and their supervisors through social media and other means to attract future candidates and to heighten the profile of the Association's awards. Victoria announced that for the 2023 conference, travel grants in the amount of \$500 had been given to 7 student presenters who travelled more than 350 km to attend.

6. Editor's Report (Prof. Umberto Berardi)

Jérémie, who delivered the report on behalf of Umberto, began by introducing the September quarterly issue of Canadian Acoustics (the Acoustics Week in Canada proceedings issue) which was a massive undertaking, collating in some 260 pages two-page papers submitted for the majority of the presentations given at the event, plus abstracts for the remainder. He noted that the journal continues being published in printed form every quarter and that CAA-ACA members and institutional subscribers can access online all current content plus a vast archive of issues dating back to the origin of the publication. He acknowledged the difficulties, already mentioned in other reports, that trouble the experience of some users of the online portal attempting to purchase or renew a membership or subscription and indicated that steps would be taken to address the problems.

Through timeline graphs of online accesses to abstracts and full papers, Jérémie showed sustained activity on the journal site, peaking around publication months as subscribers viewed new content but maintaining a steady baseline in the thousands of accesses per month. He also presented some editorial statistics indicating an article acceptance rate of around 70% and average times to decision of about 70 days to accept and 130 days to reject, based on the journal years 2021-2022.

Lastly Jérémie acknowledged on behalf of Umberto the editorial executive team and the associate editors for specific disciplines in acoustics. He noted that some positions on the editorial board were vacant (subject matter experts in bioacoustics, consulting, hearing conservation, underwater acoustics) and invited any qualified candidates to consider volunteering.

7. Social Media Editor Report (Romain Dumoulin)

Jérémie gave a brief presentation on behalf of Romain, showing audience statistics for the CAA-ACA accounts on LinkedIn (1069 members, +70 since June 2022) and X / Twitter (562 followers, +40 since June 2022) and giving a summary of subjects covered in recent posts (AWC 2023, job opportunities, student awards, local chapter events). He remarked that the Association's goal on social media is not to generate a large amount of traffic, but rather to inform usefully on specific matters of interest.

8. Meetings Present and Future

AWC 2023: Montréal, QC (Prof. Olivier Doutres, Dr Thomas Padois)

Jérémie presented the current conference in numbers and facts:

- More than 260 participants.

- An almost even split in delegates between industry (55%) and academia (45%).
- Representation from across Canada, mostly Ontario and Québec plus BC, AB, NB, NS.
- Welcomed international participants from USA, France, and Germany.
- 11 sessions in 4 parallel streams; 156 presentations (maximum possible number the programme could fit).
- Preliminary budget figures: total revenues ~\$160k, total expenses ~\$153k.

ASA/AWC 2024: 13-17 May, Ottawa, ON (Joana Rocha, Sébastien Ghinet)

Joana gave a brief overview of the following year's event:

- Will occur in the Spring to match the Acoustical Society of America schedule of conferences; this will require some adjustment in the organizing of CAA-ACA meetings normally associated with AWC (the AGM and election of the Board) but will guarantee a lovely season for being in Canada's capital.
- To be held in the Shaw Convention Centre, a state-of-the-art meeting space fully capable of accommodating the about 1000 delegates expected at this joint event.
- Conference papers can be submitted, with due alterations in style and title, to one or both of the ASA's POMA (Proceedings of Meetings on Acoustics) and the CAA-ACA's Canadian Acoustics.
- ASA will be primarily responsible for coordinating the event; they would be starting the process in earnest (call for papers etc.) after their December conference in Sydney, Australia.

AWC 2025 and Points Beyond

Jérémie indicated that AWC would likely move West for its 2025 edition, with Vancouver or Banff having been proposed by Umberto Berardi and Fitsum Tariku who would coordinate the event. Further in the future, a bid to host InterNOISE 2028 in Vancouver is being brought forth by Umberto and other members of the CAA-ACA's executive in collaboration with local academic, tourism and conference hosting organisations.

9. Board of Directors Elections

- Jérémie played a brief video by Umberto who apologized for not being able to participate in person and announced his willingness to accept the Board's nomination to succeed Jérémie as President of the CAA effective immediately, swapping with him the role of Editor in Chief of Canadian Acoustics.
- Jérémie introduced to the membership the new terms for Director and executive positions agreed by the Board:
 - The 11 directors of the CAA shall be elected during the AGM from the slate submitted for reelection by the current Board of Directors and from nomination from the floor.
 - Three Directors will be appointed by the Board to hold executive positions of President, Executive Secretary and Treasurer, respectively for terms of 2+2 years, 5+1 years, and 5+1 years with their "outgoing period" (of 1 or 2 years) overlapping the active term of their successor whom they will support and mentor for that period.
 - All other directors shall hold office for a maximum of six consecutive one-year terms, unless removed, or until their respective successors are elected and qualified.
 - Directors who have served the maximum of six consecutive one-year terms are eligible for re-election after a cooling-off period of two (2) years. During this cooling-off period, they may not seek election or appointment to the Board of Directors or hold any other leadership positions within the CAA. This cooling-off period is intended to promote fresh perspectives and diverse leadership within the organization while allowing former directors the opportunity to potentially return to leadership roles after a reasonable break.
 - Terms shall begin immediately upon adjournment of the annual meeting.
- As 9 regular members of the current Board had sought re-appointment, Jérémie announced that there were 2 vacant Director positions to be filled, and he invited volunteers or nominations from the floor.
 - Board member Andy Metelka nominated Zoe Razavi,
 - Board member Bill Gastmeier nominated Anil Joshi,
 - Jérémie nominated Peter VanDelden.
- The three nominated individuals gave brief self-introductions of their backgrounds and their aspirations in joining the Board. Zoe Razavi however indicated that she would not mind deferring her joining the Board until a future time. There being now two nominees and two positions, Anil Joshi and Peter VanDelden were acclaimed to the Board.

10. Varia

None on the agenda, nor raised from the membership.

11. Motion to Adjourn

Moved by Jérémie, seconded by Peter VanDelden. Meeting adjourned at 18:12 (EST).