



*ICA Board 2008 minutes at Aug 2009*

**Confirmed Minutes of the 2008 ICA Board Meeting**

**Date:** Saturday 28 June 2008

**Time** 1000 to 1700h

**Place:** Room 233, Palais de Congress, Paris, France

**Attendance:** Samir Gerges (President), Sonoko Kuwano (Vice president), Marion Burgess (secretary General), Hugo Fastl (Treasurer), Philip A. Nelson (Past President), Chaohuan Hou, Philippe Blanc-Benon, Adriano Alippi, Charles Schmid, Michael Stinson, , Eugeniusz Kozaczka, Antonio Perez Lopez, Zerhan Yuksel Can, Michael Vorlander i(EAA), Jorge Patricio (FIA ), Ewald Benes (ICU), J. L. Bento Coelho(IIAV), H. Tachibana (I-INCE), Renhe Zhang(WESPAC)

**In attendance:** Gilles Daigle, Jungyul Na, Fenghua Li

**Apologies:** Suk Wang Yoon, Judy Franz(IUPAP), Anders Bostrom(IUTAM)

Note reports referred to in these minutes are available on request

**1. Opening and Approval of the Agenda**

The president welcomed all to the meeting and noted that as there was an EAA meeting during the morning, discussion on some agenda items would be delayed if the appropriate persons were not present.

**2. Announcements**

The arrangements for the dinner in the evening hosted by the SFA were discussed

**3. Minutes of the 2007 Board Meeting held in Madrid**

Amendment to draft minutes item 18 relating to Argentina membership change from Observer to Member add "it was agreed their outstanding debts should be waived"

**4. Report from President**

ICA is pleased to have the international affiliate members but there is a need to encourage more country memberships of ICA. ICA membership of ICSU to be followed up at a meeting in Paris on Tuesday. IUPAP and IUTAM meetings in 2008 to be attended.

**5. Report from Vice President**

The subject areas of the Board members was sought in order to enable selection of the board members to participate with the selection committees for the young scientist and

the early career awards.

## 6. Report from General Secretary

General Duties have involved preparation of letters for the routine matters and to acknowledge significant matters; such as death of Prof Dubrovsky and the receipt of grant monies. Reports to IUTAM and IUPAP have also been prepared.

**6.1 Membership** Updating of the membership details in the records and on the web page are an ongoing challenge and this year there have been very significant updates.

**6.2 Letterhead** has been updated with the current board. The listing by country was endorsed.

**6.3 Records Archive** The records of the ICA are now all electronic and include documents and email communications. At the change of Secretary, electronic documents can be handed over but email records are not so easy. It was agreed that long term archiving of records should be done at one location and two options were proposed: one for use of a free ware web based storage which would allow executive members to post documents directly, and the second for a secure area within the ICA site which would involve sending documents to webmaster, for loading. Gilles Daigle, the current webmaster, offered to set up the secure area on the current ICA site, that the server hosting this site would be maintained and that a deputy webmaster would be appointed. It was agreed that a secure area on the ICA site be established Action by GD

**6.4 Education** Approval has been received and links have been included on the ICA site to the ASA listing and the EAA listing of courses.

## 7. Report of Treasurer:

**7.1 Financial Report; Member Dues Status and Expenses** Report was tabled which summarised the balanced expenditure forecast for 2008, 09 and 10

**7.2 Proposal for incentive for paying 3 years at once** It was agreed it would be difficult to implement a formal 3 year subscription but that a 3 year payment to be clearly requested on the 2009 invoices *Action by HF and MB*

**7.3 Review of fees and Encouraging donations from Int Affiliates** The current share is only 25 Euro and no changes can be made till the next ICA General Assembly. It was agreed that voluntary donations should be encouraged for the support of the activities for the young scientists grant with the suggestion of up to the order of 500 Euro. But the situation is very different for each of the international affiliates: some need to seek approval from their General Assembly in order to make donations, others

are even smaller and do not have great financial resources. Need to have a consensus to take to the next ICA general assembly.

*PN to prepare a proposal for next Board Meeting*

## **8 Membership**

**8.1 New /Resignation/Change in shares** There have been no new registrations, no resignations and no changes in shares. There are 45 member country/organisations, 3 observers and 6 affiliates. The South African Acoustical Society was asked to correct its web page and invited to re-establish as a member of the ICA but this offer was rejected and it remains as Observer. There was some discussion on the need for defining a time period for observer membership. It was agreed that, rather than applying a time limit, more emphasis should be put on encouraging Observer Members to join.

*Action by SG and MB*

**8.2 Strategy for recruiting new members** There is currently no promotional document for the benefits of the membership of ICA. It was agreed that such a simple promotions document should be developed highlighting the main benefits of membership. It was suggested that there was some potential for new members from North Africa, particularly as many have graduated from France.

*Action by SG, GD and MB*

**8.3 Report from Subcommittee on Governance reviewing permanent seats and member shares** Nelson tabled a report, and highlighted the following questions:

- (1) Should the principle be continued of "permanent seats" on the ICA Board for those societies that take most shares?
- (2) If this principle were to be maintained, at what level of shareholding should permanent seats be allocated?
- (3) If further permanent seats are to be established, should there be limit imposed on the number of additional permanent seats? What is the maximum size of Board of the ICA that is acceptable to ensure efficient operation of the ICA?
- (4) How should the shareholding of International Affiliates be determined and is there a distinction between "Regional" Affiliates (whose members are also often members of ICA) and other International Societies?

In the following discussion it was agreed that

- there is little history of the status of permanent board membership and this needs to be put in the bylaws and that such membership should not just be based on the number of shares.
- the concept of one vote per board member should remain

- expansion of the size of the board should not be excluded and this could lead to a stronger executive.
- that the limit of 6 International affiliates should remain and if there were more International Affiliates then 6 would be selected from these
- the meeting with ICSU would be valuable in the preparation of the proposal.
- It was agreed that a proposal for change could have options such as:
  - ▶ the board remain the current size and the names 'permanent' and 'open' be replaced with A and B seats. The 9 A seats would be selected from those member countries with at least a minimum number of shares, such as 10. The remaining 6 B seats would be selected from all other societies.
  - ▶ the board be expanded. Geographical distribution for the seats would need to be considered and respected.

Following the discussion a time frame for action to allow for moving forward at the 2009 board meeting was agreed:

- Draft proposal (1) to be sent to the board members for comment by end Sept with comments back by end Nov
- Revised draft Proposal (2) to the member societies by end Jan with comments back by end June
- Revised draft Proposal (3) to the 2009 Board (likely to be August 2009)
- Revised draft Proposal (4) to the to member societies well before 2010 General Assembly

*Action by PN and GD*

Poland advised that it is prepared to have more shares - Poland to be advised of the procedure to increase its shares.

*Action by SG and MB*

## 9. ICA Sponsorship of meetings

### 9.1 Specialist Symposia -Applications approved 2008

Location	Dates	Meeting	ICA grant
Poland	2008.2.25-29	XXXVII Winter School on Wave and Quantum Acoustics	1000Eur
France	2008.3.3-7	Linear And Nonlinear Acoustic Wave Propagation In Heterogeneous Media	1000Eur
Poland	2008.5.12-15	10th School on Acousto-optics and Applications	1000Eur
USA	2008.8.12-15	Second Int Conference on Acoustic Communication by Animals	1000Eur

Reports from the symposia held have been requested but the only one received to date is from the 10th School on Acousto-optics and Applications. It was agreed these reports to be stored in the ICA archive.

**9.2 Review application process** -The current requirements are for application deadline as "the end of December of the year before that in which the

*symposium is to be held.*" This means applications need to be circulated, voted on and the successful applicants advised in the first weeks of January as the meeting could be proposed for the first months of the year. To ease the pressure on this process it was agreed that the application deadline be changed to: *"the end of October of the year before that in which the symposium is to be held."* and this would be implemented as of 2008 **Action by MB**

Additional promotion of the scheme may be available via journals like Acoustics Today

### 9.3 Other Meetings on Acoustics There has been no action to report

## 10 ICA Awards and Grants for 2010

**10.1 ICA Early Career Award Sub Committee** The specialty areas of the board members will be used by Kuwano to ensure a good balance to the committee. Notices to be sent to all the member societies 12 months before the ICA congress and give 6 months to respond, reminder at 9 months before the congress. It was agreed that the application forms be amended to define that *all* application and communication by email.

**10.1.2 Amount of award** The issue of consistency in the amount of the award was discussed. In 2007 there was only one awardee granted 1000Euro plus 250 Euro plus complimentary conference registration plus dinner. In 2004 there were 2 awardees at \$500 each per award. The budget allocated is 1000 Euro award with allocation of up to 1000 Euro for travel and other expenses. Normally there would be only one awardee - if the committee considers there are two equal candidates then the board has the discretion to make an additional award of the same amounts.

### 10.2 Young Scientists Conference Attendance Grants

**10.2.1 Selection subcommittee** As for the early career award, Kuwano advised that the committee number be changed from three to a flexible number who would be selected to be balanced to cover the subject areas.

**10.2.2 Review of award guidelines and processing** the proposal for streamlined procedure and formal application from provided by Perez-Lopez was approved with the amendment that all communications should be by email. In the discussion on non attendance and certificate it was agreed that some discretion should apply and that if the awardee had a valid reason for non attendance then the certificate be sent. It was also agreed that the candidate must be first author of the paper.

## 11 19th ICA Progress Report, Madrid 2008-

This report was tabled. The chair and committee for ICA 2007 were warmly thanked for their organization of such a successful conference

**12 20th ICA Progress Report, Sydney 2010**

This progress report was tabled. The board endorsed the actions thus far of the ICA2010 committee and offered assistance for their future work.

**13 21st ICA Progress Report, Montreal 2013**

This progress report was tabled and accepted

**14 22<sup>nd</sup> ICA in 2016**

**14.1 Selection of region for submissions**

It was agreed that a two page expression of interest in the first instance would be sought from the member countries from Europe and South America. These submissions would be considered at the board meeting in 2009 from which a short list would be selected for full submission in 2010.

*Action by MB*

**15 Conference coordination committee report** Daigle provided the confidential report to the board members on plans for future conferences around the world. Some additional changes/additions were provided. Daigle was asked to continue this activity.

*Action by GD*

**16. Role of ICA within International Council for Science**

**16.1 Strategic plan for Promotion of International Union for Acoustics within ICSU**

**16.2 Issues to discuss at meeting with ICSU in Paris**

**16.3 Discussion on value of attendance at ICSU GA Mozambique-Africa 2008**

In the discussion it was advised that the outcome of the submission in 2005 was the award of Associate Member status. The benefits of full Union Membership include improved status but also access to National Academies funding streams. For any further membership application, the full support of organizations like IUTAM and IUPAP will be required and efforts should be made to achieve this. A meeting with ICSU head office will be held on 1 July and aims to find out what is required to achieve full status and the value of attendance at the ICSU GA 2008.

*Note A summary report on this meeting at ICSU is available. After this meeting it was agreed that attendance by an ICA representative at the ICSU GA in 2008 would not be pursued.*

**17. Role of ICA within IUPAP**

**17.1 Report on IUPAP 2007 meeting in Rio** Gerges attended the meeting in Rio and reported on ICA activities. ICA receives documentation from IUPAP and in 2008 has voted to approve the applications from Romania, Mongolia, Peru and Cameroon

**17.2 Issues for IUPAP 2008 meeting in Japan** If appropriate Gerges would attend the 2008 IUPAP meeting in Japan. Kuwano is attending as part of the organizing committee

**18 Role of ICA within IUTAM**

**18.1 Issues for IUTAM 2008 meeting in Adelaide, Aust** The ICA representative on IUTAM has been vacant since Crandall resigned and the ICA President is currently listed as ICA rep. Bostrom has been IUTAM rep on ICA but has resigned effective at 2008 IUTAM Board meeting. It was agreed that Burgess should attend IUTAM meeting and be reimbursed the travel costs. It was agreed that the executive continue to take necessary actions to achieve a reciprocal representative between the two boards.

**19. Other Business** there was no other business

**20. Next Meeting Schedule** it was agreed that a poll of preferred time for the next meeting be undertaken based on the international conferences in 2008.

*Action by MB*

**21. Close of the Meeting** The meeting closed at 1700 hrs