



2010 ICA Board Meeting - 1

Date: Sunday 22 August 2010

Time 0900 to 1700h

Place: Bayside 201 Sydney Convention Centre

1. Opening and Approval of the Agenda

Attendance: Samir Gerges, Sonoko Kuwano, Marion Burgess, Hugo Fastl, Philip Nelson, Chaohuan Hou, Philippe Blanc-Benon, Roberto Pompoli, Charles Schmid, Michael Stinson, , Eugeniusz Kozaczka, Michael Vorlander, Jorge Patricio , Luis Gaete-Garreton , Raj Singh, Jungyul Na; Andrew Norris

Apologies: Antonio Perez Lopez, Suk Wang Yoon

2. Announcements

Roberto Pompoli is acting on behalf of Adriano Alippi

From Antonio Perez-Lopez - *“Regarding my votes, I delegate them to ICA President for the ICA Board meetings. Finally, and in case I do become elected during the General Assembly as ICA Treasurer, I could offer myself to hold a briefing with current treasurer, Prof. Hugo Fastl, at his earliest convenience. Wishing you an excellent Congress and supporting you in all decisions to be taken in the meetings”*,

For IIAV the representative would be Samir Gerges

For IINCE Raj Singh will not arrive till after 1400

3. Minutes of the 2009 Board Meeting held in Ottawa

The draft minutes of the 2009 board meeting were accepted

4. Report from President

SG

Samir Gerges briefly reported on activities and advised that most will be discussed in the specific agenda items

5. Report from Vice President

SK

Sonoko Kuwano advised that relevant items will be discussed under the specific agenda items

6. Report from General Secretary

MB

General duties have involved correspondence on routine matters as well as letters to the members, invoices and reminders to members and reports to IUTAM and IUPAP

6.1 Members Details Updating of the membership details in the records and on the web page are an ongoing challenge and we appreciate the assistance of Gilles Daigle implementing the changes.

6.2 Webpage improvement The work by Mike Stinson for the improvements to the structure and appearance of the webpage is gratefully acknowledged

6.3 Membership Certificates there have been occasional requests for the membership certificate

7. Report of Treasurer

7.1 Member Dues Status and Expenses (attach# 1) HF

It was agreed that those non financial members for 2 years should be sent a strong letter reminding them of the rules and advising that unless payment is received within the 2010/2011 year they will be regarded as having withdrawn and lose their voting rights. **Action HF and MB**

7.2 Fee structure for International Affiliates SG

Samir Gerges spoke to the proposal to allow International Affiliates to increase their share holding and hence increase their fees. Concerns were expressed about the potential for increased voting entitlements that would accompany an increase in the number of shares.

It was agreed that the proposal to the GA should be that the annual fee for International Affiliates should be set for three classes of Affiliates: A, B and C. The appropriate class could be suggested by the ICA for approval by the international Affiliate and the annual fee for 2010, 2011 and 2012 be

A 500 Euro, B 250 euro C equivalent to 1 member share fee.

7.3 Budget 2010-2011 HF

The treasurer presented the budget for 2010-2011 which was accepted along with thanks for his careful attention to this.

7.4 General Assembly presentation HF

The content for the presentation of the financial report to the GA was agreed including the proposal for the new fee structure for the International Affiliates

8 Membership

8.1 New /Resignation/Change in shares MB

There have been no resignations or changes in shares during 2009-10. Two applications have been received:

Application from Greece - (attach# 2) It was agreed to accept their application for one share **action MB**

Application from Morocco - in the form of an email from Mohammed Garoum which advised the society to be created Oct 2010 with approx 20 members. It was agreed

to advise Morocco to submit a formal letter of expression of interest for consideration by the next board meeting. **Action MB**

8.2 Strategy for recruiting new members

Samir Gerges reported on approaches to a number of small countries to encourage smaller groups to consider membership of ICA. All board members are requested to be active in this manner. **Action all**

It was agreed that there should be an opportunity for new acoustical societies to receive some seeding finances from ICA to assist with formation. General guidelines are to be prepared by CS and MB and approved by executive committee for inclusion on webpage and that the maximum seeding grant be around 500 Euro.

Action CS & MB

8.3 Status on Governance (attach# 3)

PN

It was unanimously agreed that the board recommends the proposal for approval at the General Assembly. Phil Nelson and Gilles Daigle were thanked for their work on this.

9 Election process for ICA Board at ICA General Assembly SG

In accord with the procedures in By Laws the nominating committee have proposed that the two candidates for President or Vice President be Michael Vorlander and Charles Schmid - the person receiving the larger number of votes at the GA will be the President and the other will assume the role of Vice President. The recommended candidates to the GA for Secretary General will be Marion Burgess and for Treasurer Antonio Perez-Lopez.

The German Acoustical Society (DEGA) have offered to take management of the bank accounts in Germany for the long term acting under the guidance of the treasurer. This was gratefully accepted by the Board and the Treasurer advised he will make the appropriate arrangements for the new arrangements. **Action HF**

Only two nominations have been proposed for the three open seats. It was agreed that these would be proposed at the GA and the approval from the GA would be sought for the Board to consider any expressions of interest received after the GA for filling the remaining vacancy.

10. ICA Sponsorship of meetings (attach#4)

10.1 Specialist Symposia -Applications approved for 2010 MB

These are listed in Attachment 4 and the web page will be updated accordingly

10.2 Review application process MB

There was some discussion on the proposal on proposed changes to the wording of

the guidelines and the following wording was agreed to and the web page to updated accordingly. **Action MB**

The ICA-sponsored conferences are normally limited to a specialized topic with an anticipated small attendance typically no more than 300.

Support for specialist regional meetings or national meetings, especially in developing regions, will be encouraged but only be considered if the conference has an international character.

Meetings sponsored by organisations that are members of ICA can apply for a Grant of up to 1500 Euros. This amount of financial support is mainly provided by ICA to pay some travel expenses for Distinguished Speakers, Young Scientists and especially for Scientists from Developing Countries. Organizers are encouraged to obtain additional funding from other sources.

10.3 Other Meetings on Acoustics

There are no other meetings to report

11 ICA Awards and Grants for 2010

11.1 ICA Early Career Award Sub Committee report SK

Sonoko Kuwano reported that there were 14 applications from 12 countries. The recipient of the Early Career award to be presented during the ICA 2010 was Torsten Dau who was now working in Denmark but much of his career had been in Germany.

Sonoko Kuwano proposed that a full list of review publications should be part of the application and this was agreed and the guidelines to be amended accordingly.

Action MB

It was also agreed that all information on unsuccessful applications should be deleted from the records held by any Board members. **Action all**

Sonoko Kuwano was thanked for her work as chair of the early career award sub committee

11.2 Young Scientists Conf Attendance Grants report SK

Sonoko Kuwano reported that there had been 46 applications from 19 countries from which 30 had been offered the ICA/ASA Young Scientist awards for attendance at ICA 2010. She then discussed the proposed revised guidelines for the YS grants (*attach #5*). The main points discussed were:

should the grants should be given to those who are not members of national member societies - it was agreed that membership of the national society was not essential but that there should be some contact between the applicant and the national member society

should the grants should not be given to those who were given before - it was agreed that the grants should not be given to those who had previously received a grant unless there were unusual circumstances

should grants be given to those who do not attend the Congress - it was agreed that attendance at the Congress was the purpose of the grant and so it was necessary to receive the grant

should the age limit be under 35 on the day when the opening ceremony is held?
- this was agreed

required documents should be clearly listed in the instruction - this was agreed
It was also agreed that all information on unsuccessful applications should be deleted from the records held by any Board members. **Action all**

The guidelines to be amended and uploaded onto the web **Action MB**

Sonoko Kuwano was thanked for her work as chair of the early career award sub committee. Marion Burgess reported that only one of those offered the grants was not attending ICA2010 and that the arrangements for the provision of the grants for ICA 2010, namely the automatic use of part of the grant for registration with the remainder to be paid in local currency cash on arrival had worked smoothly thus far.

12 20th ICA Progress Report, Sydney 2010 attach # 8 MB

Marion Burgess spoke to the report on the planning and preparation for ICA 2010. She advised that over 800 delegates were expected with over 30% at the student rate and that over all forms of participation (delegate, complimentary speakers, accompanying, exhibitors etc) that over 1,000 were expected on site. She also advised that the treasurer did not expect that there would be a loss and the 5% remit to the ICA for full delegate registrations should be paid.

13 21st ICA Progress Report, Montreal 2013...attach # 9 MS

Mike Stinson spoke to the report on the planning and preparation for ICA 2013. Stinson reported that the promotion to date had been low key but would be increased after the ICA2010 where there would be a presentation at the closing ceremony.

14 22nd ICA in 2016

14.1 Presentations by DEGA, FIA and Poland

Prior to the presentations there was some discussion on the procedures. It was agreed that the person(s) making the presentation could not be present or participate during the discussion or voting. It was also agreed that there was no

precedence for proxy voting at Board meetings and that this would apply especially in view of the importance in the decision making of the discussion following the formal presentations to host a future congress.

Michael Vorlander declared his conflict of interest due to his role with EAA in regard to the presentations and advised that he would not participate in the voting.

DEGA, Poland and FIA had been shortlisted and invited to present their bid to host ICA 2016. Each made a short presentation and then were asked questions by the Board.

14.2 Voting and advice on successful proposal

From the first round of voting one application was removed from the listing. The second round of voting resulted in equal votes for the two remaining proposals. The President submitted a casting vote and the proposal from Argentina was the successful application. All applicants were thanked for their efforts and advised the outcome of the voting.

14.3 Guidelines for selection for ICA 2019

It was agreed that the recommendation to the 2011 ICA board would be that the area for 2019 should be Europe.

It was also recommended to the future boards that:

- Proxy voting should not apply at board meeting for the congress selection
- that a clear statement should be made well in advance of the voting on conflicts of interests for the board members.
- proposals at both the short listing and final presentation stage should only be accepted from national member societies;
- that any proposals not complying with the date for electronic proposals to be delivered for circulation prior to the board meeting should be not be considered at the board

15 Coordination opportunities

15.1 Conference coordination committee report (attach#6) GD

Four additional meetings were advised and the information to be forwarded to Daigle for updating the calendar. *Action MB & GD*

15.2 Directory of student grants awards MV

Wed links provided for addition to the ICA website *Action MV & GD*

16 Role of ICA within International Council for Science

16.1 Participation by ICA in ICSU activities 2009/10 MB

16.2 Strategic plan for Promotion of International Union for AcousticsPN

16.3 30th ICSU GA Rome, 26-30 September 2011 PN

Marion Burgess reported on the flow of communications from ICSU. Some asked for participation in surveys and we tried to participate when appropriate but many were not relevant to our fields.

It was agreed that while the President and Sec Gen should be the main point of contact with ICSU, that Phil Nelson and Gilles Daigle be asked to continue to provide continuity as a sub committee and that Philippe Blanc Benon be an additional member of this sub committee.

17 Role of ICA within IUPAP

17.1 Report on IUPAP 2009/10 meetings SG

Samir Gerges reported on discussions with IUPAP at meetings.

17.2 Issues for IUPAP 2011 SG

There were no specific issues to be raised with IUPAP

17.3 Representatives via IUPAP for ISO technical committees SG

IUPAP have sought recommendations for participation on ISO committees related to acoustics; in particular at this time ISO/TC 43, Acoustics, ISO/TC 43/SC 1, Noise, ISO/TC 108, Mech vibration, shock and condition monitoring

It was agreed that Charles Schmidt and Samir Gerges follow up with ISO to find the membership of these committees with a view to nominating a current member to act as IUPAP/ICA representative and report to ICA on the activities of these committees.

Action CS & SG

18 Role of ICA within IUTAM

18.1 Report on IUTAM 2010 meeting in Paris

18.2 Issues for IUTAM 2012

Andy Norris reported briefly on Paris meeting. He suggested that there were opportunities for support for specialist acoustic meetings from IUTAM and offered to assist with strengthening links between ICA and IUTAM

Action MV & AN

19 Other Business

19.1 Proposed actions on plagiarism (attach #7) SG

Due to time constraints this item was deferred to the Board Meeting after the GA

19.2 Proposal from Korea for ICA to be on 2 year cycle

It was agreed that ICA should not increase the frequency for ICA congresses and that to achieve a greater presence between congresses the ICA should focus on cosponsoring meetings.

20 Next Meeting Schedule

The second board meeting would be held on Friday after the General Assembly. The new board to be polled about attendances at meetings in 2011 before the decision is made about the location and time for the 2011 board meeting

21 Close of the Meeting

The meeting closed at 1730



2010 ICA Board Meeting - 2

Date: Friday 27 August 2010

Time 1640 to 1700h

Place: Bayside 201 Sydney Convention Centre

1. Opening and Approval of the Agenda

Attendance: Samir Gerges, Sonoko Kuwano, Marion Burgess, Hugo Fastl, Philippe Blanc-Benon, Roberto Pompoli, Charles Schmid, Michael Stinson, Eugeniusz Kozaczka, Michael Vorlander, Jorge Patricio, Jungyul Na

Apologies: Antonio Perez Lopez, Suk Wang Yoon, Philip Nelson, Raj Singh

2. Announcements

No announcements were made

3 Introduction of new board members

Following the General Assembly the composition of the board from 1 October 2010 to 2013 will be:

President	Michael Vorlander
Vice President	Charles E. Schmid
Past President	Samir Gerges
Secretary General	Marion Burgess
Treasurer	Antonio Perez Lopez
Canada	Michael Stinson
China	Jing Tian
France	Philippe Blanc-Benon
Italy	Adriano Alippi
Japan	Sonoko Kuwano
Korea	<i>subsequently confirmed as Jeong-Guon Ih</i>
Poland	Eugeniusz Kozaczka
Russia	Viacheslav Maslov
UK	Yiu Wai Lam

Plus representatives to be nominated from

EAA FIA ICU IIAV I-INCE and WESPAC

The incoming President, Michael Vorlander thanked the outgoing President, Vice President and Treasurer for their careful attention to the work of the ICA over the period 2007-2010.

Michael Vorlander particularly acknowledged the work by the Treasurer Hugo Fastl

who was now leaving the Board and thanked him for bringing the accounts to their current standard for the hand over and for his role in the negotiations regarding their future management. There was some discussion on these arrangements with the accounts remaining at the bank in Germany with the general administration to be managed by a representative from DEGA under instructions from the Treasurer.

It was agreed that for the period 2010-2013 that Antonio Perez Lopez, Michael Vorlander and Martin Klemenz (DEGA secretary general) be authorised signatories to the accounts with anyone to sign. It was also agreed that if possible the accounts be set up for on line access to allow all three to view.

Hugo Fastl reported that an additional US\$ 1,183 had been passed to him from a previous treasurer, Volker Mellert. Volker Mellert explained this was the residual from the former arrangements when there were accounts held in both the US and Europe. It was agreed this be passed to the new treasurer for him to manage as appropriate.

4 Report on the 20th ICA

Marion Burgess advised that a full report would be provided in due course but that the overall attendance of all types of registration was over 1,000, with 800 delegates of which 33% were at the student/retired rate. Almost 900 papers were programmed in 10 parallel streams.

The organising committee of ICA 2010 were praised for the success of the congress and the organization in particular the high standard for the plenary and distinguished speakers.

5 Matters arising from the General Assembly

It was noted that the governance motion had been accepted and the implementation of this was a major activity for the incoming board.

It was also noted that new board seeks confirmation of the board member from Korea and considers appropriate candidates for the vacant open seat.

Action all Board

6 Other Business

6.1 Proposed actions on plagiarism (attach #7) SG

This had been item 19.1 on the agenda for Board meeting 1 but due to time constraints had been deferred. Samir Gerges explained the particular case of plagiarism that had been discovered after ICA 2007 and the background to the

draft letter that had been prepared by Raj Singh. During the discussion, those actions which had already been taken to bring this to the attention of the authors, their organizations and the national member society were summarised. It was agreed that while the responses to date had been less than satisfactory, no further action on this particular case would be taken. All board members were asked to bring any evidence of similar plagiarism relevant to the ICA to the attention of the Board. Raj Singh was thanked for his drafting of the letter which would be held in the records as guidance for any future actions.

It was agreed that guidance regarding management of conflict of interest was needed for the Board particularly in regard to motions that led to a formal counting of votes. Charles Schmidt offered to draft out such guidance for consideration by the board.

Action CS

It was noted that a number of national and international meetings were now being called "Acoustics XXXX" where XXXX was the year of the meeting. It was agreed that the member societies be asked that should a conference title be proposed incorporating "Acoustics" and a year that the city name be included to avoid confusion ie "Acoustics XXXX City name"

Action MV&MB

7 Next Meeting Schedule

As agreed at the previous Board meeting, the new board is to be polled about attendances at meetings in 2011 before the decision is made about the location and time for the 2011 board meeting

Action MV&MB

8 Close of the Meeting

The meeting closed at 1700