



2012 ICA Board Meeting Minutes

Date: Thursday 17 May 2012 *Time:* 0830 to 1630h

Place: Room 222 Convention Centre, Hong Kong

Attendance: Michael Vorländer, Charles Schmid, Samir Gerges, Marion Burgess, Adriano Alippi, Philippe Blanc-Benon, Jeong-Guon Ih, Sonoko Kuwano, Yiu Lam, Douglas Manvell (till 12.30), Michael Stinson, Jing Tian, Jerzy Wiciak, Jean Kergomard (EAA), Jorge Patricio (FIA), Bogumil Linde (ICU), Zhuang Li (IIAV), Jungyul Na (WESPAC-till 12.30), Andrew Norris (IUTAM)

Apologies: Antonio PerezLopez, Eugeniusz Kozaczka (replaced by Wiciak), Claus Møller Petersen (replaced by Manvell), Jan Abildgaard Pedersen (AES), Rajendra Singh (I-INCE), Stephen Stansted (ICBEN),

1. Opening and Approval of the Agenda - the agenda was approved
2. Announcements - It was noted that some board members may need to leave early.
3. Minutes of the 2011- Board Meeting held in Aalborg were approved and the draft version on the website to be replaced with confirmed version.
4. Report from President
 - 4.1 Confirmation of current Board membershipMichael Vorländer confirmed the two new International Affiliates, AES and ICBEN, to the ICA and welcomed the opportunities for future collaboration
Michael Vorländer noted that other matters to be discussed under agenda items
5. Report from Vice President
Charles Schmid noted that items will be dealt with later in the agenda.
6. Report from General Secretary
Marion Burgess advised that the secretarial duties continued throughout the year with a number of enquiries dealt with via the executive where appropriate. The

refinement of the web presence had continued and the efforts of Mike Stinson were appreciated.

To increase the profile of the ICA, a letter from the President encouraged all members to identify their ICA member society status on their website with a logo and hyperlink. Antonio Perez-Lopez had undertaken a survey of the status of the websites and reported that 43 of the 45 member societies have a website and of these only 4 have ICA logo on their home page; 3 have logo on website; 17 have mention of ICA; and 20 have link to the ICA web site. It was agreed that this was a little disappointing and member societies should again be encouraged to promote their involvement with ICA and a separate letter on this topic alone be forwarded.

7. Report of Treasurer (*attach #7*)
 - 7.1 Member Dues Status and Expenses
 - 7.2 Budget 2012-2013
 - 7.3 Financial report over 3 years

The interim financial reports had been distributed with the agenda papers and in the absence of Antonio Perez-Lopez, Marion Burgess summarized the current status noting that there would only be minor changes between these interim reports and the June end of financial year report.

Due to the termination of the EEAA the outstanding fees of 750 Euro had been 'written off' the accounts. It was noted that the ICA finances were in good shape but that was influenced by the high response to the incentive for the 3 years single payment of fees and that the major expenditure was coming in the year of the ICA congress due to the support for Early Career and for Young Scientists. Those societies who had provided donations in addition to the annual fee were noted and thanked.

The fees for the period 2014-2016 would need to be approved at the GA in 2013. It was agreed that the proposal should again include an incentive for a reduction in the payment if all three years paid at once. The current fee per share is 2011 - 30Eur, 2012 - 35Eur, 2013 - 40Eur 3 year 105Eur reduced to 95Eur

There was some discussion on proposed fee increase with comments including;

- the fees were very small and one large increase, applicable for a number of years, should be made and the fee held at the higher rate
- in any increase consideration should be given to the impact for

those societies holding more than one share

- the fee per share had historically been very low and a gentle increase was appropriate
- due to the nature of the ICA expenditure it was not relevant to relate to CPI or other indices
- any increase, however small, should be justified in terms of the additional grants or value of grants etc that would be provided

Noting the above points, it was agreed that the fee structure proposed to the General Assembly which had no increase on the 2013 fee for 2014 then a 5 Euro increase for the following 2 years would be

2014 - 40Eur, 2015 - 45Eur, 2016 - 50Eur 3 year 135Eur reduced to 125 Eur

The treasurer was warmly thanked for his continued management of the ICA accounts.

8 Membership

8.1 Proposal for new type of membership (attach #8.1)

Marion Burgess spoke to the attachment outlining the proposal for a new type of membership applicable to professional or similar organizations. The inclusion of such organizations would allow for a more complete representation of acoustics, could assist ICA with promotion of activities and be a resource when ICA developing responses and input for international activities, such as ICSU. The benefit to the organisation would be the additional credibility that it obtained from membership of ICA. The discussion included the following points:

- This type of membership was available in many of the unions of ICSU
- No voting rights or seat on the board would be applicable
- Endorsement of the national member society would be required during the application process
- While 2 examples were discussed; there was little knowledge of the total number of such organizations that existed or may be interested
- It would need to be decided if companies could apply for this type of membership - in which case how would endorsement be obtained?
- This type of membership may be of interest to special interest/political groups and how would they be assessed?

It was clear that there was no clear feeling within the board against this type of membership, however more work would need to be done to refine and develop the benefits to the ICA, the application process, the selection process and the

guidelines for any such new grade of membership would need to be clearly identified and the guidance of similar international organisations should be sought in order to evaluate advantages and drawbacks.

8.2 Application for new members web update (*attach #8.2*)

It was agreed that web page relating to new member applications be updated to include the additional administrative information including a 200 word summary of the status of the membership of the society. It was also agreed that formatting changes be made to enhance the advice on the support available for the formation of new national acoustical societies.

8.3 New /Resignation/Change in shares

There have been no changes in shares

Two new International Affiliates, AES and ICBEN, have joined ICA.

The status of discussions with acoustical organizations:

- Equador, - follow up request for formal documentation verifying formation of the organization MB
- Israel, - will have a conference later in this year and follow up MV
- Malaysia - no replies received from the group who were given ICA symposium funding support - further follow up MB
- Middle East, - Gerges had advised about this organization a year ago but there has been no further information, concerns were raised if it was a regional organisation - Gerges to follow up SG
- Iran - it was agreed to wait till further contact made

Review of Observer Members

- South Africa Acoustics Institute - Burgess meet with some of the group and they are keen to revert back to full membership, follow up MB
- Belarus - no follow up at this time
- Latvia - follow re upgrading to membership MV
- Morocco - have only recently joined ICA - follow up MB

8.4 Discussion on membership - ProAcustica

Samir Gerges discussed the formation of ProAcustica in Brasil and the activity with regular meetings. However there was a strong feeling within the Board that members should be broadly reflecting acoustics within the country and this was

the role of the national society. It was noted that for Brasil, SOBRAC has been a member society of ICA for many years. It was also felt that when there was more than one acoustics organization within a country, the ICA should encourage cooperation for the strengthening of one national organization.

8.5 Status on Governance and actions on changes in Board structure (*attach#8.5*)

There was considerable discussion on the proposed changes in the Board Structure. Michael Vorländer outlined the background and reminded Board Members that the general principle of the proposal was agreed at the General Assembly in 2010 and that the role of this board was to propose the implementation of what had been agreed at that time. The voting process would therefore be proposed as the first motion for the General Assembly in 2013 and once passed would then be followed in the voting at that General Assembly. The proposal for the implementation has been discussed at the 2011 board meeting, a working group formed to further develop the proposal and the revised proposal distributed to all the board members for comments prior to this 2012 board meeting.

Marion Burgess presented a simple graphical representation of how the voting would proceed. This highlighted that for the 3 dedicated seats in each region, 5 are first allocated for the executive and then the member societies in each region vote for the representatives to fill the remaining dedicated seats in their region. Once those 9 seats (3 in 3 regions) are filled all the remaining nominees are pooled and the voting is undertaken by all the General Assembly to fill the remaining 6 seats. It was suggested that a similar graphic be used during the General Assembly to clearly explain the process.

The discussion included the following:

- Agreement that 3 dedicated seats for 3 regions was appropriate leaving 6 seats for the second round of voting
- That the countries in each of the 'regions' may need to be clearly defined
- That there was an uneven distribution of shares across the regions and the outcome would be that those regions with more total shares were more likely to fill more of the 6 non-dedicated seats
- Michael Vorländer reminded the board that the goal was to ensure that the best persons were elected to the Board while balancing the need to have

representation from the regions.

It has practice for the nominating committee, which prepares the list for voting, to provide that list to the board before sending out to the members. It was agreed this should be formalised by adding "After consultation with the board" to the item in the by law relating to the list of nominees for board seats and this be applied in the lead up to the General Assembly in 2013.

It was agreed in particular that there should be a change in the two bylaws that currently allow for voting by members not present at the General Assembly.

The bylaw permitting *"..delegation will not attend a given General Assembly but wishes to vote on appropriate matters appearing on the agenda may send its vote in writing to the President. To be valid, it must be received prior to the voting."* It was agreed that member societies can provide comment prior to the General Assembly but voting should only be undertaken by those members present and participating in the discussion.

The bylaw giving *"..., the right to vote, may be transferred by authorization without a specific limitation, so that one delegate to the General Assembly can carry all the votes for its society or organization and also votes for other societies or organizations not represented at the General Assembly."* allowed for proxy voting. It was agreed that voting should only be undertaken by those members present and participating in the discussion.

It was agreed that the bylaws should be examined carefully and amendments proposed to ensure consistency with the proposed changes in board structure. It was agreed that the proposal be reviewed for minor amendments in accord with the comments received prior to the meeting and discussion at the meeting and all the proposed changes in bylaws be summarized clearly. This document should then be sent to the member societies as part of the papers for the General Assembly and along with the request for nominees. MV,CS,MB

The second part of the governance related to the proposed change of the rules relating to the participation in the board of the International Associates. There were now 8 members in this category and the current bylaws require that 6 of these be selected at the time of the General Assembly as board members. The proposed change would allow for the selection of 6 to be made at the commencement of each board meeting.

During the discussion the following points were made:

- the intention was that all those present could participate in the discussion
- selection of 6 from a larger number at the commencement of the board meeting may be difficult
- proportioning the votes across all those who attended the board meeting would also be complex
- international affiliates were introduced to provide advice to ICA on progress in their areas
- the representative at the board meeting has been selected by the international affiliate to present their views at the board meeting
- some international affiliates are regional groupings but others are focused on particular subject areas
- formal voting during the board is usually only held for the conference selection and some international affiliates have a conflict of interest

It was agreed that the bylaws did need to be changed in regard to participation of international affiliates at the Board. It was agreed that the proposed change should allow for all international affiliates to participate in the discussions at the board meeting but that they had no entitlement to vote at the board meeting.

It was also agreed that the proposed bylaw should clearly state that the international affiliates had the right to one vote during the General Assembly and that the bylaws should be examined carefully and amendments proposed to ensure consistency with this proposed change for the International Affiliates. MV,CS,MB

9. ICA Sponsorship of meetings

9.1 Specialist Symposia -Applications approved for 2012

The following symposia have been offered support:

- •European Symposium On Environmental Acoustics, October 1-3 (Evora, Portugal)
- •IAA Conference on Research in Audio and Acoustics, September 13 (Tel-Aviv, Israel)
- •SOBRAC 2012, May 29 - June 01 (Belem, Brazil)

9.2 Revision of application guidelines

There was some discussion on the type of meeting that the specialist symposia funding was intended to support. It was agreed that, while requests were sought

from the member societies annually, further actions to more actively promote the scheme should be pursued. MB, MV

9.3 Symposium sponsorship and ASA CIRE CS

While the ASA Committee on International Research and Education (CIRE) scheme offering support in conjunction with the ICA was listed on the ASA website there was little promotion and had been no valid applications in the recent years. It was suggested that there may be some benefit by coordinating more directly with the ICA and not requiring two applications. A proposed arrangement would be

- ASA provides the amount of the CIRE, US\$2,000, annually to be combined with the ICA budgeted amount for Symposium support
- ICA promotes and received the applications
- ASA promotes with the direction for applications to ICA
- ASA CIRE chair be included on the selection committee for the applications.
- Support from ASA CIRE be included on the notification to the successful applicants

It was agreed that Charles Schmid would take this proposal to ASA and if possible seek approval for implementation in the applications for support in 2013. CS

9.3 Other Meetings on Acoustics

It was suggested that ICA should be more clearly involved in a joint meeting held during the two years between the ICA congresses. It was suggested that the 2014 Forum Acusticum in Krakow may be suitable. The mechanism for such involvement of ICA should be considered by the executive. MV,CS,MB

10 ICA Awards and Grants for 2013

10.1 ICA Early Career Award Sub Committee report

10.2 Young Scientists Conf Attendance Grants report

Sonoko Kuwano reported on the time frame for applications and assessments for both these awards and grants. The need to assess the applicants within a short time period was required by the time table for the conference. The selection committee for both was presented and approved. Sonoko was thanked for her careful attention to these important features for ICA 2013.

11 21st ICA Progress Report, Montreal 2013 (*attach #11*)

Mike Stinson presented the progress report on the planning for ICA 2013 and the proposed overview of the meeting. In particular he highlighted the necessity to strictly adhere to the time table for submissions because of the requirements for the ASA processing. He advised that the plenary speakers had not yet been selected, that the proceedings would be hosted via ASA's online journal POMA (Proceedings of Meetings in Acoustics) and alternatives to a CD conference proceedings included DVD or thumb drive.. On the social program there would be 2 socials but no formal banquet. Mike and his committee were thanked for their careful preparation work and advised that the board were available to assist as necessary, and they looked forward to a successful Congress.

12 22nd ICA Progress Report, Buenos Aires 2016 (*attach #12*)

Jorge Patricio presented the report on ICA 2016 and confirmed he had been nominated as the chair to be supported by a local organizing committee in Buenos Aires. The meeting would be held in a major hotel and a general program was presented. It was noted that the allocated time for the General Assembly was in excess of what is actually required. There was some discussion on the proposed associated meeting on the general topic area of 'Building Acoustics'. The organizers were reminded that associated meetings should not cover broad topics that would be better dealt with during a series of sessions at the main congress. Associated meetings should be for small groups (typically 100-200), comprise a single stream and focus on a particular topic.

13 Review of expressions of interest for ICA 2019
from Aachen and Budapest (*attach #13.1, 13.2*)

The two expressions of interest for ICA 2019 were both acceptable and full submission bids would be sought for selection at the time of the ICA Board meeting in 2013.

14 Coordination opportunities

14.1 Conference coordination report (*attach#14.1*)

Board members with information on future conferences were asked to provide the updates to the Secretary General

15 Role of ICA within International Council for Science (ICSU)

15.1 Strategic plan for Promotion of International Union for Acoustics within ICSU

15.2 Actions following meeting with ICSU management 5 July

15.3 30th ICSU GA Rome, 26-30 September 2011

Michael Vorländer summarized the outcomes from the meeting with ICSU management in Paris in July 2011. At this time ICSU are undergoing restructure and the aim is to have fewer organizations like ICA as Unions so unless we have compelling new arguments relating to substantive changes in our extent of influence and our capacity to be involved with the high level studies being undertaken, our application would be rejected.

There are some benefits of the current status within ICSU and ICA should investigate ways to more effectively use this status. ICA has continued to offer support, reply to surveys and maintain its profile within ICSU. ICA could also enhance its position by further encouragement to identify the link between ICA and ICSU.

Adriano Alippi reported on his actions on behalf of the ICA at the assembly in Rome. He placed the ICA poster in the general area and was available at the allocated time to make a short presentation but this was not able to be presented due to last minute changes by the ICSU assembly organizers. Alippi later had the opportunity on a personal level to speak directly with representatives from ICSU management.

It was agreed that ICA should continue to take opportunities to present the poster at future ICSU meetings.

16 Role of ICA within IUPAP

16.1 Report on IUPAP 2011 General Assembly (*attach #16.1*)

16.2 Report on IUPAP meeting Feb 2012 (*attach #16.2*)

16.3 Issues for IUPAP 2012

Yui Lam was thanked for his summary report on the IUPAP 2011 General Assembly. The same main issues, universality of science, role of women in science and engagement of developing countries also came up meeting of commission chairs in Capetown in February. Marion Burgess reported on attendance at this meeting and advised that IUPAP would be supportive of moves for an International Year of Sound. IUPAP also accepted that ISO representation on acoustics committees was being managed at the member society level and so would, advise ISO accordingly and no longer request ICA representatives to be nominated. The extent of female participation in activities is being assessed by a committee of IUPAP. The chair of ICA 2013 has subsequently allowed for gender identification on the ICA2013 registration and that will commence our compilation of the statistics. The next meeting of the commission chairs would be held in Brasil and it was agreed that Burgess would attend on behalf of ICA.

Philippe Blanc Benon expressed concerns that Scientific Academies uses the table of IUPAP conferences and symposia as a measure of activity and hence granting allocations. It was therefore important to follow up how to ensure that ICA meetings were included in this listing. MB, PBB

17 Role of ICA within IUTAM

17.1 Report on IUTAM 2011 meeting

17.2 Issues for IUTAM 2012 GA in Beijing

Andy Norris spoke generally about the IUTAM and suggested that ICA could consider the approach of nominating "Members at large" to participate in the global issues. He also suggested the formation of working groups which would have a longer continuity than the board and may be able to contribute to strategic international studies.

19 International year of acoustics

It was agreed to proceed with planning for an International year of sound for 2019 which was a year for the congress. This year would be 100 years after the death of Lord Rayleigh whose textbook, *The Theory of Sound*, is still referred to today, and Wallace C. Sabine, who founded the field of architectural acoustics.

Guidance should be sought from US and European Institutes of Physics and also IUPAP on the process for the International year of light. A clear project program is

to be presented at the 2013 Board meeting.

MV,CS,MB

20 Other Business

The opportunity for ICA be involved with social media, such as facebook and twitter, was raised. It was agreed that at this time the resources of the ICA to maintain such media was limited and that it maybe more appropriate to encourage the member societies to consider this for promotion of their activities.

21 Next Meeting Schedule

The next board meeting would be held on Sunday 2 June 2013, before the opening of ICA2013. The board meeting following the General Assembly would be held on Friday 7 June 2013

22 Close of the Meeting

The board members were thanked for their participation at the meeting and it was closed at 1630.