



## 2014 ICA Board Meeting Minutes

*Date:* Friday 12 September                      *Time:* 0800 to 1700h  
*Place:* Room 103, Building D1, AGH University of Science and  
 Technology, Krakow, Poland

In attendance: Marion Burgess, Mike Stinson, Antonio Perez-Lopez, Michael Vorländer, Julio Cordioli, Dorte Hammershoi, Bertrand Dubus, Roberto Pompoli, Kohei Yamamoto, Grazyna Grelowska, Monika Rychtarikova, Bill Davies (for Yiu Lam), Mark Hamilton, Bozena Kostek (AES), Michael Taroudakis (EAA), Jorge Patricio (FIA and ICA2016), Bogumil Linde (ICU), Luis Bento Coelho (IIAV), Joachim Scheuren (I-INCE)

With apologies: Jing Tian, Jeong-Guon Ih, ICBEN, WESPAC, IUPAP, IUTAM

1.        Opening and Approval of the Agenda  
  
           *Marion Burgess opened the meeting with thanks to the Polish Acoustical Society for their assistance with hosting the Board meeting..*
2.        Announcements and statements of any conflict of interest (*attach #2*)  
  
           *Board members were asked to advise of any conflicts of interest. No conflicts were reported and it was taken that all present endorsed the policy.*
3.        Approval of Minutes of the 2013 Board Meeting held in Montreal (available at <http://www.icacommission.org/minute13.pdf>)  
  
           *Minutes were approved.*
4.        Report from President MB  
           4.1        Confirmation of current Board membership  
  
           *Those present introduced themselves in turn.*
5.        Report from Vice President JT

5.1 Status of scanning of ICA proceedings (*attach #5.1*)

*Marion Burgess reported on behalf of Vice-President Jing Tian. Most of the past proceedings have been scanned. Michael Vorländer advised that the outstanding proceedings volumes had been forwarded to Jing Tian for scanning. Concern was expressed by some present that they had difficulty accessing files on SkyDrive. Mike Stinson suggested that the current ICA website has unlimited storage and could be used to store the scanned proceedings; he will work with Jing Tian on transferring files.*

6. Report from Secretary General MS

## 6.1 ICA website

*The previous host for the ICA website, servers at the National Research Council of Canada, was no longer allowing external websites. Consequently, the ICA website and archival data has been moved to a commercial host (Lunarpages). Transition was seamless.*

*Marion Burgess suggests that photographs of Board Members could be included on the ICA website. Mike Stinson will follow up.*

## 6.2 Wikipedia entry

*At the previous Board meeting, concern was expressed about the Wikipedia article on the International Commission for Acoustics and questions arose about who was responsible for it. This was investigated and it turns out that there were many contributors to the article and, in fact, anyone in the world can modify any Wikipedia article. Mike Stinson has registered as an official Wikipedia editor and has made several changes to the article.*

## 6.3 Archive of past ICA boards

*The new board members were advised there that there are two archive repositories. One is an open access archive with the logo, poster etc. The other is an archive of confidential Board documents which are in password-protected folders. ICA Board Members should contact Mike Stinson to get the login information.*

7. Report of Treasurer (*attach #7*) APL

*Antonio Perez-Lopez reviewed the agenda items listed below and detailed in attachment #7 of the agenda. He noted that interest rates for the savings*

accounts are very low. He expressed thanks to DEGA for processing the credit card payments from Member Societies.

7.1 Member Dues Status and Expenses

7.2 Budget 2014-2015

7.3 Financial report

*There was no disagreement from the Board for the budget item in support of the "In Pursuit of Silence" documentary (agenda item 20.2). Several in attendance indicated that their organizations had also been approached but they felt unable to pay the minimum of \$5000. Michael Taroudakis wondered if several societies could be combined and be treated as a single supporter; Marion Burgess agreed to raise this with the producer when advising of the ICA support.*

*Roberto Pompoli suggested that a three-year budget could be presented to the Board as well as the one-year projection. Antonio Perez-Lopez responded that this was appropriate for presentation to the ICA General Assembly (held every three years) but that a one-year budget would be the main concern for the Board at their annual meeting.*

## 8 Membership

8.1 New /Resignation/Change in shares MS, APL

8.1.1 Acoustical Society of Korea

*The background was explained. The Acoustical Society of Korean had applied for an increase in shares (from 4 to 8) and the ICA Executive agreed that this was appropriate. This was circulated to Board members but no concerns were received. The membership listing now includes the increase in shares.*

8.2 Update on discussions with potential new members MB

8.2.1 Tunisian Society of Acoustics and Vibration (ATAVI)

*Following announcement of the formation of ATAVI, both Michael Vorländer and Mike Stinson contacted their President to suggest the benefits of joining ICA. No response has been received. We should try once more to contact ATAVI.*

8.3 Review of Observer Members MB

*Some Observer Members have had this status for more than the 2-3 year*

*limit. It was agreed that removing them should not be done at this time.*

8.4 Report from Membership review committee (*attach #8.4*) JT

*Michael Vorländer reported on behalf of Jing Tian. The review committee had considered the allocation of shares for Member Societies and ways to advertise the benefits of ICA membership.*

*There was agreement that the committee should continue. Michael Vorländer will contact Jing Tian to explain the next step.*

*Julio Cordioli proposed that the ICA could send out a newsletter periodically and there was general agreement. Marion Burgess and Mike Stinson explained that a letter is sent out to the member societies but that they will experiment with new formatting like a newsletter.*

*The Member Societies should be requested again to indicate their membership in ICA by including the ICA logo on their websites.*

9. ICA Sponsorship of meetings (*attach #9*)

9.1 Specialist Symposia – Applications approved for 2014 MS

*Funding for eight specialty symposia was approved for 2014, with ICA funds covering seven of these and ASA funds covering the other. The details are on the ICA Webpage.*

9.2 Revision of application guidelines MS

*With the ASA merging their funding of specialty symposia with that of the ICA, some changes in procedure and the ICA webpage description were needed; these changes were approved previously by the Board and are now on the ICA webpage.*

*Bertrand Dubus noted that some organizers apply for specialty symposia support may not really need the funding; we should take into account the need in our allocation of support.*

*Roberto Pompoli suggested that there be clarification that schools, workshops, etc. are included as symposia.*

*There was general agreement that we want to encourage the use of the ICA logo. Having the logo and implicit endorsement of the ICA could distinguish legitimate conferences from the bogus conferences that are being advertised online (agenda item 16.1). This had already been done on*

*request and it was agreed that it should be formalized. A new section will be added on the ICA webpage, including application form, to highlight the possibility of ICA endorsement. Michael Taroudakis reported that EAA has something similar and he will forward information.*

9.3 Symposium sponsorship and ASA CIRE MS

*Mark Hamilton currently serves as the chair of the ASA's Committee on International Research and Education which is responsible for the ASA contribution. Mark notes that there have been some concerns from his committee about merging with the ICA program and loss of involvement in the decision. The agreement ensures the ASA involvement and Mark will ensure that they are reminded of this.*

9.4 Other Meetings on Acoustics

*Various future meetings were mentioned -- see Conference Coordination report attachment #16.*

10 ICA Awards and Grants for 2016 (attach #10)

10.1 ICA Early Career Award Sub Committee report JT

*Marion Burgess relayed a comment from Sonoko Kuwano, the previous chair of this committee, wondering if enough information was being provided in the application form. Michael Vorländer thinks enough information is being requested, but we just don't always get it in the submitted application.*

*There was consensus that Jian Tian should select the members of his committee, with due consideration of the geographical distribution and subject area of members. This committee should be selected before the next board meeting.*

10.2 Young Scientists Conference Attendance Grants report JT

*For ICA2013, the review committee was swamped with a huge number (over 70) of applications. Jing Tian has proposed a scheme, for reducing the work load of evaluators, outlined in attachment #10 and which is essentially the same as that used by I-INCE,. No objections were raised. Jing should be so advised; he needs to provide the selection of committee members by the next Board meeting.*

- 11 21st ICA Summary Report, Montreal 2013 (attach #11) MS

*Mike Stinson reported that ICA 2013 was successful, with over 1600 papers and over 2300 participants. Details are in attachment #11. The one negative is the lower revenue from registration fees, due in part to the “sequestration” of US government workers causing many to be unable to attend. The net loss was absorbed by the ASA and CAA and the remit to the ICA was in accordance with the ICA guidelines.*

*Mike and his committee were congratulated on their great achievement with the successful congress.*

*Marion Burgess wondered if the usual 5 days of an ICA meeting could be reduced to 4 days if a smaller meeting was anticipated (not the case for Montreal!). There was general agreement with this approach for congresses that were likely to attract less than say 1,000 participants and that were in more distant locations requiring long travel times. Bertrand Dubus noted that the dates would need to be finalized well in advance and so it may be difficult to know the estimated attendance. Jorge Patricio advised they would consider this carefully for ICA 2016.*

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

*Jorge Patricio reported on progress toward organizing ICA 2016, reviewing the information in attachment #12 and an additional file “ICA2016\_presentationBoard 2014\_Progress Report (14-08-14)-SVersion.pptx” that will be made available in the Board archive.*

*Fifteen congress topic areas have been identified and people in each area will be identified to organize structured sessions. There are many hotels in the general vicinity of the congress venue, although only a few are within a 5 minute walk. Budget is based on 1000 participants, 30% of whom are students and breakeven is 70% of the estimated attendance.*

*A FIA congress will be organized and integrated into the ICA technical program. It will take the form of a structured session at which attendees uncomfortable speaking in English can present their papers in Spanish or Portuguese. Monika Rychtarikova suggested that their abstracts and slides could be in English. There is some uncertainty about the fee structure for FIA participants but it was agreed that they should be encouraged to*

*participate in the entire congress.*

*It was noted that many of the meeting rooms are quite small. Jorge suggests that rooms will be assigned based on abstract interest.*

*In coordination with ICA 2016 a combined ISRA and ISMA symposium will be held in La Plata, Argentina.*

*It was suggested that both abstracts and Proceedings papers should be reviewed/screened and Jorge agreed. For the Proceedings, ISSN and ISBN numbers will be needed -- Jorge and Antonio Perez-Lopez will confer on this issue. There was a suggestion that ICA 2016 could use the ASA's POMA (Proceedings of Meetings in Acoustics) to host their Proceedings as was done for ICA 2013. Mike Stinson will contact the ASA Editor-in-Chief to investigate this possibility but commented that it may not be appropriate.*

*A 2<sup>nd</sup> announcement has been prepared. Jorge agreed to hold off printing until ICA 2016 and EC award timelines could be reviewed.*

*Mike Stinson noted that the ASA has a Meetings Committee that explicitly includes past and future chairs of meetings in its membership; this committee is able to advise meeting chairs on organizational issues: something similar could be set up in support of ICA 2016. There was general consensus by the Board and Jorge. Marion Burgess (ICA 2010), Michael Vorländer (ICA 2019) and Mike Stinson (ICA 2013) will form the support committee.*

*Roberto Pompoli wondered if there would be special accommodation for students. Jorge reported that this was not yet known and that he would look into it. Antonio Perez-Lopez noted that Argentina has a young scientist group that is linked to the EAA corresponding committee.*

*Monika Rychtarikova asked if there would be reduced fees for emeritus acousticians. Mike Stinson noted that this was the case for ICA 2013 but the delegates had to show that they had emeritus status within their home society. Marion Burgess said that student rate fees were available at ICA 2010 for those that were considered retired, i.e., in work for less than 10 hours per week. Jorge will consider.*

*Jorge will investigate the online itinerary planner used at ASA meetings to see if it could be used for ICA 2016.*

- 13 23rd ICA Progress Report, Aachen 2019 (*attach #13*) MV  
*Michael Vorländer reported on progress toward organizing ICA 2019, reviewing the information in attachment #13. It was agreed that the arrangements were progressing well.*
- 14 Procedure for selection of ICA 2022 (*attach #14*) MS  
*Marion Burgess described the process for selection of the host for ICA 2022 as described in attachment #14. The first step is to agree on the region to be considered. Based on the previous locations, there was general agreement that Asia/Pacific will be the next host region. Bertrand Dubus suggested that Africa be included as well, as a sign of support -- this suggestion met with general agreement.*  
*Mike Stinson reported that Korea has already indicated that they would like to be considered as a host of ICA 2022. Mike will send out invitations to the Member Societies within Asia/Pacific and Africa for expressions of interest in hosting.*
- 15 ICA Proceedings, reviewing of articles (*attach #15*) MS  
*Dorte Hammershoi reviewed problems associated with the loose review process for ICA Proceedings as detailed in attachment #15. Various discussion ensued. Luis Bento Coelho noted that in some countries reviewed papers in conference proceedings counted for something; Bill Davies noted that in the UK they count for nothing. Mark Hamilton suggested that full review of ICA papers could invalidate them for later submission to journals such as JASA. Marion Burgess explained that some participants needed to have peer review of papers to obtain permission for participation. Bozena Kostek explained that the AES uses three categories of papers (peer reviewed, abstract only reviewed, abstract) and looks for "best paper" from the top list. Bozena also stated that it is important that Proceedings be indexed by Web of Science.*  
*For both the ICA 2010 and ICA 2013 there had been an optional peer review available and the papers choosing this were identified in the proceedings.*  
*It was agreed that Marion Burgess, Mike Stinson, Michael Vorländer, and Dorte Hammershoi will prepare revisions to the ICA web description for the management of ICA papers and the new wording will be circulated to Board*

*members for approval.*

- 16 Conference coordination report (*attach #16*) MS

*This confidential report has been used in the past to help meeting organizers in their long-range planning and to avoid conflicts. It seems now that most listings are already being advertised by organizers so perhaps the report should be available on the ICA website.*

*Marion Burgess requested that Mike Stinson be contacted with advance notice of meetings and updates to those already listed.*

- 16.1 Fake conferences (e.g, ICU 2015 Metz vs ICU 2015 Miami)

*Bogus conferences using the same titles as real conferences are acknowledged as a problem but without a solution. The use of the ICA logo could help give legitimate conferences more credibility and member organizations will be encouraged to include the logo. Marion Burgess reported that this problem will be discussed at the upcoming IUPAP meeting.*

- 17 Role of ICA within International Council for Science (ICSU)

- 17.1 Report on ICSU General Assembly MV

*The ICA Board thanks James Whitlock, from New Zealand Acoustical Society for representing the ICA at the recent ICSU General Assembly in Auckland and for presenting our poster.*

- 17.2 ICSU statement on Open Access (*attach #17.2*)

*Marion Burgess noted that open access was discussed recently within ICSU. The ICA responded to the request for comments on a draft report, expressing concern about the lack of a financial model to support their idealistic recommendations. This response will be made available to Board members at the ICA web archive. Allan Pierce, then Editor-in-Chief of ASA publications, submitted a detailed critique of the ICSU report. The revised ICSU report has now been posted on their website at [http://www.icsu.org/general-assembly/news/ICSU\\_Report\\_on\\_Open\\_Access.pdf](http://www.icsu.org/general-assembly/news/ICSU_Report_on_Open_Access.pdf). It is noted that the criticisms of ICA, ASA, and others led to some minor changes.*

- 18 Role of ICA within IUPAP MB

*Marion Burgess noted that the ICA has good interaction with IUPAP. She will be attending the IUPAP meeting in Singapore in November and will use this as another opportunity to gain support and advice on the process towards the International Year of Sound.*

- 19 Role of ICA within IUTAM MS

*Andy Norris, the IUTAM appointed member to the ICA board had been unable to attend. The ICA would be calling on the IUTAM for support in the process towards the International Year of Sound.*

- 20 International Year of Sound 2019 (attach #20) MZ

20.1 Current actions

*Attachment #20 contains the report from the chair of the IYS 2019 working group, Manell Zakharia. The Board was supportive for the actions leading to an International Year of Sound but noted that the report was lacking in detail. Michael Vorländer said that the IYS 2019 would be good outreach for all disciplines, with some focus on ICA 2019 but not exclusively on that congress, but that there is a need to determine the steps to be taken to have the year declared under UNESCO. Marion Burgess noted that Charles Schmid did talk with John Dudley (who led the group applying for the International Year of Light 2015): he learned that it was largely a political decision and there was a need to network. France could be a key because of its proximity to the decision makers. Antonio Perez-Lopez felt that the working group needed broader representation. It was explained that the steering group had recently been formed and that its composition would be considered again. .*

*To assist with the process, the suggestion that it would be useful to have someone working with Manell, as a coordinating secretary, was met with general approval. Bertrand Dubus agreed to serve in this capacity and advised that he would contact John Dudley who is resident in France.*

- 20.2 Support for “In pursuit of silence” (attach #20.2) MB

*No concerns were expressed about ICA contributing financial support to this documentary film. It could be a useful component for the International Year of Sound.*

21 ICA governance and voting

21.1 Review of voting methods for improved efficiency (*attach #21.1*) MB

*The implementation of the new procedures for electing Board members presented logistical issues at the General Assembly in ICA 2013. Some options were discussed that could streamline the balloting and voting. A key element in these schemes is the consolidation of a Member Societies votes into a single vote with weighting. Some Board members had reservations about this approach as they considered there were occasions when member countries may not wish to allocate all their shares in the same manner. It was noted by Dorte Hammershoi that the ICA By-laws would need to be changed to clarify the voting process. Michael Vorländer commented that there may be more efficient ways of counting the ballots than that adopted in Montreal.*

*It was agreed not to adopt the option for a consolidation of all votes for each member and that consideration be given to the layout of the voting paper to speed up the counting.*

21.2 Allocation of Members to geographical regions (*attach #21.2*)MS, APL

*Mike Stinson reported that most Member Societies had not responded to a request for information about their membership numbers. He will send out a reminder, mentioning that this information could be useful for the promotion of IYS 2019. The information will also help with the review of shares allocations by Jing Tian.*

22 Other Business

*Over lunch, several non-agenda items were noted:*

*The EAA has a map of world societies at their website. Mike Stinson will add a link to it from the ICA website.*

*The ICA is hosting a web page ([www.icacommission.org/leo.html](http://www.icacommission.org/leo.html)) to list the many celebratory events celebrating the 100<sup>th</sup> birthday of Leo Beranek on 15 September 2014.*

*Per Brüel will reach his 100<sup>th</sup> birthday next 6 March 2015 and similar acknowledgements should be made.*

*Board members were advised that the board meeting was not the only*

*occasion for business and the executive encouraged action throughout the year. They were urged to contact Marion Burgess and/or Mike Stinson at any time about relevant matters.*

23 Next Meeting Schedule

*The next ICA Board Meeting will be held in conjunction with a conference in 2015 to assist with attendance by as many board members as possible.*

*Noting that the 2016 board meeting will be held at the time of the ICA in Argentina it was agreed to consider four possibilities: Singapore (WESPAC, 6-10 Dec), San Francisco (INTERNOISE, 9-12 Aug), Florence (IIAV, 12-16 July), and Maastricht (Euronoise, 31 May-3 June). Mike Stinson will poll Board members for their preferences in the next few weeks.*

24 Close of the Meeting

*The meeting closed at 1400 again with thanks to the Polish Acoustical Society for hosting the meeting.*