



2015 ICA Board Meeting Draft Minutes

Date: Monday 1 June *Time:* 11.00 to 18.00

Place: Room 0.1 London, in the Maastricht Exhibition and Conference Center,
the venue for Euronoise, Maastricht

In attendance: Marion Burgess, Mike Stinson, Antonio Perez-Lopez, Michael Vorländer, Julio Cordioli, Birgit Rasmussen (for Dorte Hammershøi), Bertrand Dubus, Roberto Pompoli, Kohei Yamamoto, Jeong-Guon Ih, Monika Rychtarikova, Olga Umnova (for Yiu Lam), Mark Hamilton, Michael Taroudakis (EAA), Jorge Patricio (FIA and ICA2016), Sabine Jannsen (ICBEN), Nico Declercq (ICU), Joachim Scheuren (I-INCE)

With apologies: Grazyna Grelowska, AES, IIAV, WESPAC, IUPAP, IUTAM, Manell Zakharia (International Year of Sound)

1. Opening and Approval of the Agenda

Marion Burgess opened the meeting with thanks to all who made it and to our hosts, the Belgian Acoustical Society (ABAV) and the Dutch Acoustical Society (NAG).

2. Announcements and statements of any conflict of interest (*attach #2*)

Board members were asked to advise of any potential conflicts of interest during the following discussions.

3. Approval of Minutes of the 2014 Board Meeting held in Krakow (available at <http://www.icacommission.org/minute14.pdf>)

Minutes for the 2014 Board Meeting were approved.

4. Report from President

MB

4.1 Confirmation of current Board membership

The resignation of Vice President Jing Tian was reported and discussed. Two of the main activities of ICA Vice President are chairing the Early Career Award committee and the Young Scientist Conference Attendance Grant committee. As it was necessary to resume these processes promptly, the executive asked Jeong-Guon Ih to undertake both these tasks. We are grateful that he has agreed and has commenced the tasks already. Based on Article 5 of the ICA statutes, President Marion Burgess, with the concurrence of the majority of the

Board, appointed Jeong-Guon Ih as ICA Vice President (until 30 September 2016).

4.2 Update of Congress organizing guidelines (*attach #4.2*)

A revision of the guidelines for organizing an ICA Congress was prepared several months ago (Marion Burgess, Mike Stinson, Michael Vorländer, Antonio Perez-Lopez). The revision had been circulated to Board members for comments and was subsequently approved. There were no further comments, and its acceptance is confirmed.

5. Report from Vice President

JT

The resignation letter from Jing Tian, giving the reason of the change in work responsibilities, was summarized and he was thanked for his work as Vice President to date and wished well for his new position.

6. Report from Secretary General

MS

6.1 ICA website updates, including ICA proceedings, guidelines for hosting an ICA congress, centenarian tributes

Attention was drawn to the two centenarian tributes on the ICA website, coordinated with member societies and international affiliates, for Leo Beranek and Per Brüel, both of whom reached 100 years of age. Board members were advised that similar tributes can be added to the ICA webpage.

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

APL

7.1 Member Dues Status and Expenses

7.2 Budget 2015-2016

7.3 Financial report over 3 years

Treasurer Antonio Perez-Lopez noted that he operates from the bank statements to ensure everything is transparent. There had been previous discussion about diversifying the ICA investments by transferring some funds to a second bank account. However, Antonio reports that there is considerable difficulty for non-profit organizations to open new accounts especially when they are not tied to a specific country (as is the case for ICA). It was decided to remain with the current single account which is with the bank Donner & Reuschel. The Treasurer's report was accepted and he was thanked for his excellent work on behalf of the ICA.

7.4 Financial controller

Antonio Perez-Lopez suggested that it would be useful to have another Board member serve as a controller, to check the balance based on the information provided by the Treasurer, namely invoices, bank statements and ICA payments. All agreed. This position would be unofficial, although it could be formalized in the Bylaws at a future General Assembly.

Michael Taroudakis suggested that Jorge Patricio already serves in a similar role for the EAA and that he would be an appropriate controller for the ICA. All present agreed. Jorge Patricio agreed to serve as ICA controller.

8. Membership

8.1 New /Resignation/Change in shares MS

8.1.1 Iranian Society of Acoustics and Vibration

The application from the Iranian Society of Acoustics and Vibration (ISAV) was circulated to Board members previously and approved as of 1 January 2015. The Board confirms this decision. The ISAV will have one share.

8.2 Update on discussions with potential new members MB

8.2.1 Tunisian Society of Acoustics and Vibration (ATAVI)

The ATAVI has not replied to several invitations to join ICA. However, they seem to be an active society and have been reaching out to various national societies to encourage attendance at their annual meeting. Mike Stinson will try again to contact them.

8.2.2 Iceland

The application for ICA membership from the Icelandic Acoustical Society (IAS) had been received just before the meeting. It was discussed and the Board approved their membership, effective immediately, with one share. Mike Stinson will send a letter of acceptance.

8.2.3 Potential new members

Kohei Yamamoto indicates that Taiwan may still be interested in joining ICA. Mike Stinson should send them a formal invitation, with cc to Kohei.

Jeong-Guon Ih has discussed ICA membership with some people from Indonesia. They have something like an Acoustical and Illumination Society. It is premature for any request for membership in ICA and Jeong-Guon was asked to keep contact and advise when more detail was available.

8.3 Review of Observer Members MB

8.3.1 New guidelines (attach #8.3.1)

The revised guidelines were intended to clarify the granting of Observer status to potential member societies. These revised guidelines had been circulated to the Board and subsequently approved. There were no further comments, and their acceptance is confirmed.. Current Observer Members are Belarus, Latvia, Morocco, and South Africa.

- 8.4 Report from Membership review committee (*attach #8.4*) MV

Michael Vorländer has taken over leadership of this committee. He provided the summary of the information to date about the size and the current share holding of the member societies. As the data on the membership and the analysis is not complete and we need to proceed carefully, he did not propose any formal action at this time. As the committee requires more complete information about membership in the member societies before any recommendations can be made, Mike Stinson will endeavor to get this information.

9. ICA Sponsorship of meetings

- 9.1 Specialist Symposia – Approved for 2015 (*attach #9.1*) MS

Six Specialist Symposia were approved for 2015 under the ICA scheme and one under the ASA CIRE scheme.

The ICA program and the ASA CIRE scheme for supporting specialty symposia were discussed briefly. The Board accepts that the guidelines for providing support should be followed and that the funds should not be used to provide continuing support for the annual meetings of member societies.

- 9.2 ICA Endorsement (*attach #9.2*) MS

The details and application for endorsement, without funding, of a meeting organized by a member society had been circulated to the Board and subsequently approved. There were no further comments and the acceptance is confirmed.

- 9.3 Other meetings on acoustics: Calendar on ICA website

Board Members were reminded that the Calendar, at www.icacommission.org/calendar.html, lists upcoming meetings in acoustics. As well, a listing of previous meetings has been started and this can be accessed through the same webpage.

10. ICA Awards and Grants for 2016

Jeong-Guon Ih expressed appreciation to Sonoko Kuwano, former ICA Vice President, for advice on setting up and running the Early Career and Young Scientists subcommittees. Jeong-Guon gave a presentation on his planning for the Early Career Award and the Young Scientists Attendance Grants. (This presentation “ICA2016_YS&EC Awards Schedule.pptx” has been uploaded to the Board Archive on the icacommission.org site.)

- 10.1 ICA Early Career Award subcommittee report JGI

Reminders will need to be sent to member societies in early September and early November. Jeong-Guon Ih is planning on using 5-7 Board members on the evaluation subcommittee, to be formed by 1 September. He will be seeking volunteers shortly.

10.2 Young Scientists Conference Attendance Grants report

JGI

Jeong-Guon Ih reported on the procedure for evaluation of the grant applications. The evaluation subcommittee will be formed by 1 August. He will be seeking volunteers shortly.

11. 22nd ICA Progress Report, Buenos Aires 2016 (attach #11)

JP

Jorge Patricio gave a presentation on the status of planning for ICA 2016. (This presentation "ICA2016 Presentation Board 2015 Progress Report v.3.b.pptx" has been uploaded to the Board Archive on the icacommission.org site.) The organizers estimate a total attendance of 1000. The available rooms can accommodate 1000 papers. A Treasurer has been added to the organizing committee, in accordance with Argentina law. Poster papers will be presented electronically on large LCD screens. Congress information will be available through apps for tablets and smartphones. The FIA congress is being integrated into ICA 2016 and will run on the last day (Friday) of the congress. A satellite symposium International Symposium on Music and Room Acoustics (ISMRA) is being coordinated to run in La Plata in the week following ICA 2016.

Another meeting "Uncertainty in Building Acoustics and General Acoustics", to be held in Rio de Janeiro 13-14 September 2016 is being considered to run in conjunction with ICA 2016. There was some uncertainty about the scope of this meeting, and it was agreed that, before endorsing as a satellite symposium of ICA 2016, more information was required and that the theme should be very specific to avoid duplication with the ICA sessions..

In response to a question about non-English FIA papers, Jorge explained that FIA authors presenting in English would have their papers incorporated into the general ICA 2016 program. Those authors preferring to present in Spanish or Portuguese would have their papers in the FIA sessions on Friday. It was suggested that these options should be clear to authors when they submit their abstracts. It was also suggested that those presenting in the FIA sessions be encouraged to participate in the entire congress and not just attend on that day.

Jorge confirmed that ISMRA and ICA2016 were totally separate although centrally-coordinated. The intention is that ISMRA will run two sessions in parallel, one dealing with music topics, the other with room acoustics.

Jorge confirmed that there would be an option for peer review for submitted manuscripts.

Mike Stinson asked if there was a plan for an archival version of the proceedings in addition to the CD/USB and the version that would be loaded onto the ICA website. He advised that POMA (Proceedings of Meetings on Acoustics, an ASA publication) could provide hosting of an archival version of the proceedings, as it did for ICA 2013. Although there would be no cost for papers by ASA members there would be a cost of US\$40 per paper for non ASA members. It was agreed that the ICA 2016 committee should further consider this aspect.

12. 23rd ICA Progress Report, Aachen 2019 (*attach #12*) MV
Michael Vorländer gave a presentation on the status of planning for ICA 2019. (This presentation "ICA2019presentation.pptx" has been uploaded to the Board Archive on the icacommission.org site.) Everything seems to be progressing well. DEGA will be holding their annual meeting in 2016 in the same conference center, so will have experience working with the people there.
- Nico Declercq suggested that the ICU 2019 meeting could be coordinated or integrated with ICA 2019. The Board supports coordination of meetings and suggested that this should be further investigated.*
13. Selection of shortlist of hosts for ICA 2022 (*attach #13*) MS
Three ICA Member Societies have expressed interest in hosting ICA 2022, namely the Acoustical Society of China, the Acoustical Society of Egypt, and the Acoustical Society of Korea. There was general consensus that all three should be given the opportunity to make a formal presentation at the next board meeting in Buenos Aires; each will be referred to the guidelines for hosting an ICA congress and will be made aware of the other two contenders.
14. Conference coordination report (*attach #14*) MS
Representatives from the ICA International Affiliates confirmed that this conference coordination report was useful in long-term planning for their future meetings. New entries will be sent by email to Mike Stinson.
15. Role of ICA within International Council for Science (ICSU) MB
Marion Burgess commented that we respond to requests and surveys from ICSU but have gained little benefit otherwise from our annual subscription. ICSU will be asked to support our application for the International Year of Sound 2019. As there has been a recent reorganization within ICSU there may also be opportunities to seek funding under some program for ICA member society activities in developing areas such as the Acoustical Society of Nigeria.
16. Role of ICA within IUPAP MB
Marion Burgess advised that it is likely that IUPAP will provide a letter of support for the IYS. She also advised that there was a good chance that the ICA 2016 would receive funding support from IUPAP and commented that attendance at the IUPAP board meeting has helped to ensure that this application is given appropriate consideration.
17. Role of ICA within IUTAM MS
Regrettably, no ICA Board member was able to attend the IUTAM meeting, and the IUTAM representative had been unable to attend this ICA Board meeting.
18. Role of ICA in other organizations

18.1 Indoor Environmental Quality Global Alliance (IEQ-GA) (*attach #18.1*) MS

There was discussion whether the ICA should join the IEQ-GA. This organization is concerned with indoor environmental quality but its current members cover mainly air quality and they would like representation from experts in Noise. Most Board members felt there was not a good fit between ICA and IEQ-GA and that a liaison may be more appropriate for other organisations such as I-INCE or ICBEN. Sabine Jannsen noted that ICBEN, which she was representing, was more outdoor in scope and also not a good match. It was agreed that ICA will not accept the offer to join IEQ-GA and would refer them to I-INCE.

There was discussion about ways that ICA could help IEQ-GA and others to get to the expertise that they need. Finally, it was agreed that a useful step would be to maintain a list of technical committees (from ASA, ASJ, EAA, etc.) with web links on the ICA website. Mike Stinson will implement.

18.2 International Council for Scientific and Technical Information (ICSTI) (*attach #18.2*) MB

There was discussion about whether ICA should become a member of ICSTI. In view of the limited role for ICSTI it was not considered appropriate at this time to proceed with any liaison.

19. International Year of Sound 2019 (*attach #19*) MZ19.1 Current actions (*attach #19.1*) MZ,BD

Manell Zakharia, chair of the IYS committee, was not present to discuss the progress towards an International Year of Sound. Bertrand Dubus, coordinating secretary for the IYS committee, was in attendance and provided an update on actions to date (his presentation "IYS-ICA-board-Maastricht.pdf" has been uploaded to the Board Archive on the icacommission.org site.) Bertrand noted that for an application for an International Year it is important to have key anniversaries identified as well as special "objects" that have been brought to mankind and links to people. Contacts at both political and scientific levels are necessary. A Prospectus is required by the end of June to enable the support to be gained.

The application needs to be taken to UNESCO by a political state. It is likely that France would not do this. Marion Burgess reported that, at the last IUPAP meeting, a representative from Ghana had volunteered to put the application forward as they had done for the International Year of Light.

Manell has requested immediate involvement from the ICA member societies; however, these societies are wanting to know first what is happening. Michael Vorländer suggests that it may be more important initially to get letters of support from other international

acoustical organizations such as I-INCE, EAA, IC BEN, and other scientific organisations such as IUPAP, IUTAM, ICSU. It was agreed that there needed to be a draft prospectus and template letter to go with the request for support. Marion Burgess and Mike Stinson will draft the template and, once some of the draft prospectus is available, would communicate with the various international committees.

There was agreement that it will be useful to get early involvement of Member Societies as a source of ideas, e.g., anniversaries that they would like to showcase, major events they would hold, etc.

It is important to justify the choice of 2019 and each Board member is requested to suggest possible links between anniversaries in 2019 and anything related to sound.

In answer to a question, Bertrand says there would be no screening of activities initiated by member societies or any organisation once IYS is established. ICA could maintain an IYS website and could do an unofficial screening before listing events.

There was some discussion on the need for sponsorship, to obtain a source of funding to support the process of application to UNESCO. If the application is successful, then more extensive sponsorship will be required to support the keynote events. Mark Hamilton asked how much total funding would be needed. The answer isn't clear; Manell has mentioned amounts of 30.000 Euros without details. Bertrand will query John Dudley, who has been responsible for the International Year of Light.

It was agreed that someone in close contact with companies would be needed but that companies would not fund without knowing what is the proposal – a draft Prospectus is first needed. Michael Vorländer suggested contacting AES to see if they can help find a sponsorship manager.

It was noted that the ICA may need to provide some discretionary funding to cover upfront expenses such as travel in relation to the proposal to UNESCO. The Board agreed that up to 3.000 Euros could be made available as needed.

Antonio Perez-Lopez noted that a suitable logo was still required. The EAA students competition for their group logo had been very successful and it was agreed that would be a good approach. The prize for the selected logo could be free registration at ICA 2016. Michael Taroudakis will be meeting with EAA students during the time of the Euronoise conference and would propose the design competition to produce a logo for the IYS. ASA students are very active and it was agreed they should be included in the competition. A committee could reduce the number of submissions down to 5 or 6 and the ICA Board would

make the final selection.

Antonio suggested that the opening ceremony of IYS could involve a concert at the new French symphony hall. However, Bertrand notes that once UNESCO approves an International Year, they essentially take over the opening ceremony.

Joachim Scheuren wondered how likely we were to get UNESCO approval. Michael Vorländer expressed the view that chances were quite high if we could act quickly. Michael Taroudakis will be meeting with Manell Zakharia on 4 June and will bring to Manell many of the questions raised at this Board meeting. As well, given the need for rapid action, Marion Burgess volunteered to work on the Prospectus – the Board was supportive of this approach.

19.2 IPOS Film (attach #19.2)

MB

As part of the funding support, the ICA will receive a short video with clips from the film. A number of themes for this video clip has been proposed by the producer. Michael Vorländer notes that the EAA and IOA will also be receiving video clips and that Trevor Cox was coordinating the themes for both these organisations. It was agreed that Marion Burgess will coordinate the selection of themes for the ICA video with Trevor Cox so an outcome would then be three different short videos.

20. Other Business

There was no other business

21. Next Meeting Schedule

The next ICA Board meeting will take place during the ICA 2016 congress in Buenos Aires.

22. Close of the Meeting

Meeting adjourned. Thank you again to the NAG and ABAV organizers of Euronoise who made it possible for our Board to meet during their meeting.