



2016 ICA Board Meeting Draft Minutes

Meeting 1: Sunday 4 September Time: 9:30 to 17:00
Meeting 2: Thursday 8 September Time: 13:00 to 14:30

Place: UAC - Argentinian Catholic University - Puerto Madero
Room: Teachers Room

In attendance: Marion Burgess (ICA President and I-INCE), Michael Vorländer (ICA Past President), Jeong-Guon Ih (ICA Vice President, Sunday), Antonio Perez-Lopez (ICA Treasurer), Michael Stinson (ICA Secretary General);
Julio Cordioli (Thursday), Andrey da Silva (Sunday, deputy for Cordioli), Antonino Di Bella (Thursday), Bertrand Dubus, Grazyna Grelowska, Mark Hamilton, Dorte Hammershøi, Roberto Pompoli (Sunday), Monika Rychtarikova, Kerstin Perrson Waye (Thursday), Kohei Yamamoto;
Chan Hoon Haan (WESPAC, Sunday), Nicole Kessissoglou (IIAV, Thursday), Bogumil Linde (ICU, Thursday), Andres Mayo (AES, Thursday), Jorge Patricio (FIA and ICA 2016), Michael Taroudakis (EAA);
By Invitation: Janina Fels (ICA 2019, Sunday), Jean-Dominique Polack (International Year of Sound 2019), Nilda Vechiatti (ICA 2016, Sunday)

With apologies: Yiu Lam; ICBEN, IUPAP, IUTAM

Note that these minutes complete with the supporting attachments and other documents are posted at the Board archive, at www.icacommission.org/BoardArchive/. Only the finalized minutes will be posted on the public webpage www.icacommission.org/minutes.html.

1. Opening and Approval of the Agenda

The Board meeting was opened by ICA President Marion Burgess, welcoming those present and thanking our hosts, the Argentinian Acousticians Association (AdAA) and the Ibero-American Federation of Acoustics (FIA).

2. Announcements and statements of any conflict of interest (*attach #2*)
Those present were made aware of the conflict of interest policies for ICA Board meetings. Board members were asked to advise of any potential conflicts of interest during the following discussions.

3. Approval of Minutes of the 2015 Board Meeting held in Maastricht (available at <http://www.icacommission.org/minute15.pdf>)
Minutes from the last Board meeting were approved.

4. Report from President MB
 - 4.1 Confirmation of current Board membership
It was noted that the listings of 46 Member Societies, 4 Observer Societies, and 8 International Affiliated Members can be viewed at the ICA website.

5. Report from Vice President JGI
Activities of Vice President Ih will be covered in the later agenda items.

6. Report from Secretary General MS
 - 6.1 ICA website and Calendar (www.icacommission.org)
A document "ICA Secretary General Report.pdf" was presented to demonstrate the work by Secretary General Mike Stinson on maintaining the ICA website, e.g., the regular cycling of announcements on the home page and the detailed listing of meetings on acoustics in the ICA Calendar. It was noted that there is a restricted access part of the website for Board members (www.icacommission.org/BoardArchive/) accessible by password. Other work of the Secretary General during the year will be covered in the later agenda items.

7. Report of Treasurer (*attach #7*) APL
 - 7.1 Balance 2015-2016
It was noted that the financial year for ICA budgeting is July 1 to June 30.

 - 7.2 Financial report for the period 2013-2016
The report of finances for the last three years was presented by Treasurer Antonio Perez-Lopez. The report had been reviewed by Controller Jorge Patricio and deemed acceptable. The report was accepted.

A proposal that Jorge Patricio continue as Controller for the next three years was unanimously accepted.

7.3 Budget 2016-2019, including revised fees for the period

President Marion Burgess noted that it was necessary to plan for increased expenses over the next several years; this is because of costs associated with proposing the International Year of Sound and the lower revenue from ICA 2016. Therefore, increases in the fee structure were proposed for the years 2017, 2018, and 2019: it will be 60 Euro, 65 Euro, and 70 Euro, respectively per share, for Member Societies. The reduced fee for those paying for 3 years at one time would be 180 Euro per share. The fee for the International Affiliates was proposed as 650 Euro per year for category A, 375 Euro per year for category B, and 60/65/70 Euro for 2017/18/19 for Category C. After some discussion on the impact for smaller and larger societies, the motion to accept the fees for 2017/18/19 was approved.

On reviewing the proposed budget for year 2016-2017, Michael Vorländer noted that as the financial reports for 2015-2016 did not include the expenses associated with the ICA 2016 (Young Scientist and Early Career Awards) which would occur in the 2016-2017 financial year, there was some confusion between budget items and actual expenditures. As these expenditures were approved in the budget for 2015-2016, it was agreed that an additional column showing the approved budget for 2015-2016 would clarify this. The proposed budget for 2016-2017 was approved. Projected budgets for 2017-2018 and 2018-2019 were discussed but did not require approval at this time.

It was agreed that for transparency in reporting, budget and expenditure items for the International Year of Sound (IYS 2019) will now be reported separately from the main ICA financial reports. The same bank account will continue to be used and the IYS accounting will appear in the format as a sub account. The initial report in this format was presented commencing from 2015-2016 when the first expenditures were made and the first specific income was received. Thus, the 5,000 Euro each year from the ICA accounts will appear as expenditure in the main ICA accounts and as income in the IYS reporting.

8. Membership

8.1 New / Resignation / Change in shares

MS

8.1.1 Singapore -- ratification of new Member

The Board welcomed the Acoustical Society of Singapore to the ICA.

8.2 Update on discussions with potential new members

MB

8.2.1 Tunisian Society of Acoustics and Vibration (ATAVI)

There is no progress to report. It was noted that I-INCE was in process of considering an application from the Tunisian Society so that contact will be followed up.

8.2.3 Potential new members

It had been noted at a previous Board meeting that Taiwan was interested in joining the ICA. Kohei Yamamoto notes that the Taiwan organization has a new president who may not be so keen on joining. Kohei Yamamoto will investigate. Jeong-Guon Ih reported that there had only been intermittent response from Indonesia on their previous intention to join; the person driving this action has now retired. Jeong-Guon Ih will follow up.

8.3 Review of Observer Members

MB

Antonio has met with the president of the Moroccan acoustics society and reports that they are not active so that Observer grade is still appropriate. Marion Burgess will again seek to contact South Africa to return to full membership as their involvement will be valuable in the lead up to the IYS.

9. Preparation for General Assembly

9.1 Geographic regions of ICA (attach #9.1)

MS

This discussion was a continuation from the last Board meeting, and focused on the applicable regional affiliation for member societies from Africa. They are currently grouped with the Europe region and after some discussion it was agreed that there was not sufficient justification to make a change.

9.2 Slate of Candidates, Voting Procedures (attach #9.2)

MV

The procedures that will be followed during the Wednesday ICA General Assembly elections were reviewed.

10. Statute and Bylaws

10.1 Proposed revision to terminology in Article 4 (attach #10.1)

MS

Revisions to remove reference to unneeded terms were discussed. No further changes were proposed and it was agreed they would be presented to the General Assembly for approval.

10.2 Proposed revision regarding IUPAP, Articles 9 and 11 (*attach #10.2*) MB

Revisions to update various clauses regarding the relationship between IUPAP and ICA were discussed. In particular, it will be no longer be stated that IUPAP must approve any changes to our Statutes; rather, it will be stated that IUPAP will be advised of changes. These revisions had been discussed with IUPAP Executive. No further changes were proposed by the Board and it was agreed the revisions would be presented to the General Assembly for approval. They would then be presented to the IUPAP for final approval.

10.3 Proposed revision to voting guidelines (*attach #10.3*)

The voting by the Chair (usually the President) at Board meetings was discussed. The changes clarified that the Chair was entitled to cast a vote on any motion and had an additional "casting" vote if necessary. No further changes were proposed and there was unanimous approval by the Board.

11. ICA/ASA Sponsorship of meetings

11.1 Specialist Symposia – Approved for 2016 (*attach #11.1*) MS

Funds (\$2000) from the Acoustical Society of America were used to support the ISMRA symposium following the ICA congress. Funds (total 4000 Euro) from the ICA were used to support the following symposia:

- *New Sound 2016 – The 8th International Conference on Second Language Speech (Aarhus, Denmark),*
- *33rd Symposium on Hydroacoustics (Jurata, Poland),*
- *Summer School 2016 (Porto, Portugal),*
- *Fourth International Workshop on Computational Experiment in AeroAcoustics (Svetlogorsk, Russia),*
- *7th Congress of the Alps Adria Acoustics Association.*

11.2 ICA Endorsement MS

There were no endorsements to report.

12. ICA Awards and Grants for 2016

- 12.1 ICA Early Career Award subcommittee report (*attach #12.1*) JGI
Vice President Ih discussed the procedures followed in evaluating candidates. The recipient, to be presented during the opening ceremony of the ICA is Frank Russo (Toronto, Canada) "For outstanding contributions to psychological acoustics, particularly the theory of musical cognition and perception". Frank Russo would also be presenting a plenary lecture during the Congress.
- 12.2 Young Scientists Conference Attendance Grants report (*attach #12.2*) JGI
Vice President Ih discussed the careful procedures followed in evaluating the 66 applications for support of young scientists to attend ICA 2016. There were 33 winners of grants of 500 Euros. It was also noted that the grant from the IUPAP to the ICA congress had been used to support the participation of young scientists from Latin America.
- 12.2.1 Discussion of evaluation criteria (*attach #12.2.1*) MB
At the Thursday Board meeting, there was some discussion on the assessment for the ICA Young Scientist Conference Attendance grants. Currently, applications from students and post-doctorates are assessed equally and no favoring of applications from more distant countries is made (except to give some preference to developing nations). Some in the assessment committee considered that priority should be given to students, who may need more support than post-doctorates, and to applicants travelling long distances. If such priorities are applied then the guidelines will need to be changed accordingly. After some discussion, no consensus was achieved and it was agreed that a decision on this will be a task of the incoming Board.
13. 22nd ICA Progress Report, Buenos Aires 2016 (*attach #13*) JP
Note that the file "attach #13" was not included in the portfolio file Attachments2016.pdf circulated earlier but was sent separately in the period leading up to ICA 2016 as "ICA2016 Presentation Board 2016 Progress Report.pdf". ICA 2016 General Chair, Jorge Patricio, gave an updated report "ICA2016 Presentation Board 2016 Progress Report Revised.pdf" during the Board meeting.
- Several highlights are noted here: The congress is co-sponsored by ASA, IUPAP, and NCAC. There will be a stream of FIA papers presented in Spanish or Portuguese, although many FIA members opted to present their papers in English during the ICA 2016 sessions. Registration is up to 730. Including all participants, the total is about 800. At this time, it*

looks like the congress will have a small profit. In response to the question about the cost for the Professional Conference Organizer (MCI), Jorge reported that it had been a joint venture and hence the MCI was not a specific charge to the budget but would share any residual balance.

The satellite ISMRA symposium in La Plata has approximately 50 papers and 120 registrants. Finally, Jorge stressed that bring the ICA 2016 congress to Buenos Aires was very important to South American acousticians and in keeping with the ICA mission of promoting acoustics internationally.

Mark Hamilton noted that very few registrants were from North America. Michael Vorländer suggested that this is likely due to the upcoming ASA/ASJ meeting in Honolulu.

The showing of the film "In pursuit of silence", which had received support funding from the ICA, will be announced during the Opening Ceremonies. [Subsequently, the location and time of the showing were changed, and then the showing was cancelled as it had not been possible to download the version provided.]

During the Sunday Board meeting, Chan Hoon Haan questioned why the poster sessions were assigned specific times. The posters were actually e-posters presented by the author at one of the three monitors during the allocate 20 min in the poster area. In the Thursday Board meeting the discussion continued. It was noted that after the end of each session, it was possible to recall the talk onto a monitor. While there were usually a number of delegates around the poster presentation area during the presentations, there was no obvious signage to encourage viewing of the posters after this time. There was some discussion on the relative benefits of e-posters and alternative ways of presentation that could provide some of the benefits of a "normal" poster session. No final recommendation was made by the Board.

During the Thursday board meeting there was some discussion on the lack of direct access to the ICA 2016 Proceedings on a memory stick – normally this is provided at time of registration. While an online pdf Proceedings document containing web links to individual papers was available from day 2, this was not as convenient as an independent memory stick and it did not include an author index. It was also noted that the hard copy abstract book did not have an author index. Mike Stinson advised that he will arrange to have the Proceedings placed on the ICA website. There is also the option for authors to submit their

presentations to the archival journal POMA where all those submitted from ICA 2016 will be collected into a single volume.

Marion Burgess thanked the organisers for their efforts in relation to the congress and noted that the sessions were well-attended and that there was much collaboration and discussion during the coffee breaks and in the meeting areas. Although there were extensive guidelines on the organisation of a congress available from the webpage (<http://www.icacommission.org/guideline.html>), this is rather wordy and needs updating. It was suggested that an additional check listing of key features required. Michael Vorländer agreed to work on this as part of his planning for ICA 2019.

14. 23rd ICA Progress Report, Aachen 2019 (*attach #14*) MV, JF

Michael Vorländer and Janina Fels reported on preparations for ICA 2016 in Aachen – their presentation is "ICA2019presentation_2016.pdf". Michael Vorländer will be President of DEGA up until just short of 2019. They will be able to accommodate 17 to 18 parallel sessions. The largest room holds 1700 and a large area is available for posters. Lunches will be provided; this entails a slight increase in fees over that stated in previous reports. There will be a focus on students, with a job forum included. An EAA summer school is being considered to be held in conjunction with ICA 2016, also possibly EuroReggio. If the bid to have 2019 proclaimed the International Year of Sound is successful, there could be many other activities incorporated into the program.

15. Selection of host for ICA 2022 (*attach #15*) MB

The Board listened to excellent presentations from all three potential hosts: Acoustical Society of China, Acoustical Society of Egypt, and Acoustical Society of Korea. During the presentations by China and Egypt, and in the subsequent deliberations, both Chan Hoon Haan and Jeong-Guon Ih were not present, to avoid possible conflict of interest. Voting followed the procedures detailed in Attachment #15.

All demonstrated compelling reasons for their selection. The final result was that the Acoustical Society of Korea was selected as the host for ICA 2022. The congress will be held in the city of Gyeongju, Korea, on 24-28 October 2022. The general chair will be Jeong-Guon Ih and the technical program chair will be Chan Hoon Haan.

16. Procedure for ICA 2025 MB

The decision on the region/regions for the ICA 2025 should be made by the incoming board at their first meeting in 2017. All member societies in the chosen region will be invited to express their interest in hosting ICA 2025.

17. Conference coordination report (attach #17)

MS

The Conference Coordination report is a document shared between ICA and its International Affiliated members to be used for advanced planning of conferences and the avoidance of conflicts. No additions were made to the document at this time. Mike Stinson noted that he sends out the Conference Coordination report to International Affiliates and asks for updates at least twice a year. It was recommended that Mike Stinson add the ASA meetings to the list because proximity with these, particularly the larger collaborative ASA meetings (such as ASA/ASJ and ASA/EAA), can have significant effects on the attendance at other meetings in the same year.

It was pointed out that, regrettably, the ICA 2016 congress and the INTERNOISE conference in Hamburg were only a couple weeks apart, despite the advanced planning dates being available far in advance. Marion Burgess commented that there had been considerable discussion with I-INCE board about the ICA and the INTERNOISE being held in Europe in 2019. The host for INTERNOISE 2019, Spain, had taken particular consideration of the dates for the ICA 2019.

18. International Year of Sound 2019 (attach #18)

MB, JDP

18.1 Steering Committee

A significant step forward was the formation of a Steering Committee to guide the effort in developing a proclamation for IYS 2019 that would be taken to the Executive Board of UNESCO. The main committee is composed of Marion Burgess, Michael Vorländer, Mike Stinson, Gilles Daigle, and Jean-Dominique Polack, with the support of Antonio Perez-Lopez and Michael Taroudakis. The presence of Jean-Dominique on the committee is felt to be key because he is located in Paris, where UNESCO is based, and he has already developed significant relationship with with Jean-Paul Ngome Abiaga, Division of Science Policy and Capacity Building (SP/PCB) Deputy Executive Secretary, International Basic Sciences Programme (IBSP) Assistant Programme Specialist for Mathematics and Physics UNESCO Natural Sciences Sector.

The Steering Committee will form the basis for a broader Secretariat to be set up in the near future. It will be necessary to have an actual address and office. It may be possible to coordinate with and utilize the SFA office in Paris - this would be ideal with respect to the UNESCO offices. Bertrand Dubus agreed to investigate.

18.2 Progress

A request for seed funding was made to several large organizations, including all larger ICA International Affiliated members. This funding is necessary to cover costs associated with meeting with national delegations to UNESCO and getting their support for the proclamation. Amounts of 5000 Euro have been received from the ASA and EAA and a similar amount has been promised from I-INCE. These donors will be listed as Founding Members and given prominence on the IYS website and on other promotional material. Further negotiations are being held with IIAV.

Thanks go to Andrew Norris, our IUTAM representative, for attending the IUTAM General Assembly in Montreal on 23 August and presenting our case for an International Year of Sound. As a result, the IUTAM passed a Resolution in support of our initiative. This resolution adds strength to our proposal to UNESCO and states:

- IUTAM endorses the global project led by the International Commission for Acoustics (ICA) and its many international supporting partners to work through UNESCO to request a United Nations proclamation of an International Year of Sound in 2019.*
- IUTAM expresses its strong support for International Year of Sound goals that encompass science, education, outreach, and particularly its aims to promote education and improve the quality of life of citizens in the developing world.*
- IUTAM will encourage activities during 2019 that will enhance the International Year of Sound.*

The draft website has been prepared by Mike Stinson for the International Year of Sound (at www.sound2019.org/home/) was demonstrated. The layout was considered excellent and Mike Stinson requested assistance with developing the content for the various main pages.

A critical meeting with Jean-Paul Ngome Abiaga was held in Paris on 25 August 2016; Marion Burgess, Michael Vorländer, and Jean-Dominique Polack attended. Jean-Paul continues to be a strong and active advocate. Meetings with national delegations from Brazil and Zambia were also held on that day and positive indications of support require following up by the steering committee. The proclamation to be presented to UNESCO Executive Board must come from one or more lead delegations, ideally one from Africa, one from South America, and one from Asia. Appropriate delegations have been identified and discussions with these are underway.

It had been hoped to put forward the proclamation at the October 2016 meeting of the UNESCO Executive Board. However, many of the key delegations were not accessible during the summer and this date was not achieved. Instead, we will target the March 2017 meeting of the UNESCO Executive Board. It is critical that their assent be obtained at that time so that the proclamation can then be presented at the 2017 meeting of the UNESCO General Conference (which meets every two years) for ratification.

The International Year of Sound, following the example of the Year of Light in 2015, would start off with an Opening Ceremony, likely in Paris. The end of the Year would be marked by a Closing Ceremony usually held in one of the countries that make the proposal to the UNESCO Executive Committee.

19. Role of ICA within International Council for Science (ICSU) MB
The ICA is a Scientific Associate of ICSU and receives regular newsletters from them. Beyond this, there is little interaction. We had tried, several years ago, to become a Commission directly under ICSU, but this was not approved. Of interest, ICSU are currently considering a merger with the International Social Science Council (ISSC). It was agreed that the current status as Scientific Associate was appropriate at this time.
20. Role of ICA within IUPAP MB
The ICA is an Affiliated Commission of IUPAP which entitles us to a small subsidy to offset travel costs of the Board. The ICA 2016 had received a substantial grant from the IUPAP. Marion Burges has attended the annual IUPAP Commission Chairs meetings over the past three years and proposed to continue this participation in the lead-up to the IYS when the support of such organisations as IUPAP will be important.

21. Role of ICA within IUTAM MS
The ICA is an Affiliated Organization of IUTAM. We are appreciate of their support of the International Year of Sound 2019 with their resolution at the 2016 General Assembly. Andy Norris is sincerely thanked for his assistance as the representative of the ICA in this organization.
22. Role of ICA in other organizations
- 22.1 Indoor Environmental Quality Global Alliance (IEQ-GA) MS
Interaction with this group has dwindled. Although acoustics is an important component of the indoor environment, there is more of a focus on indoor air quality. It was agreed that the ICA should continue to respond as appropriate.
- 22.2 International Council for Scientific and Technical Information (ICSTI) MB
Agreed that we should remain on the mailing list but not more.
23. Other Business
- 23.1 ICA, registration and status MB
Marion Burgess noted that the ICA has a potential problem into the future with our bank accounts due to a lack of formal registration and official address of the ICA. This arose during 2015-16 but our Treasurer was able to resolve the concern with the assistance of his primary point of contact at the bank. The ICA is not alone as I-INCE has found itself in a similar situation and taken steps to properly formalize their existence. Chan Hoon Haan notes that WESPAC is likely in a similar situation. A suggestion was made that ICA pursue registration through Spain using the address of SEA. Another option was Switzerland but Jean-Dominique Polack notes that Swiss law would require us to have one meeting a year in Switzerland. It was unanimously agreed that Antonio Perez-Lopez would investigate registration in Spain and Jorge Patricio would investigate registration in Portugal.
- 23.2 Other business from the floor MB
No other matters were raised.
24. Next Meeting Schedule MS
The Conference Coordination report was used to identify possible upcoming conferences in conjunction with which the next ICA Board meeting could be held. Possibilities include the

joint EAA/ASA meeting in Boston (25-29 June 2017), the INTERNOISE meeting in Hong Kong (27-30 August 2017), and the ICSV conference in London (July 2017). A survey will be sent out to Board members later to determine the location that is the best compromise for our Board meeting.

25. Close of the Meeting

MB

President Burgess expressed our sincere thanks to the Argentinian Acousticians Association, the Ibero-American Federation of Acoustics, Nilda Vechiatti, and Jorge Patricio for their efforts in hosting our Board meetings, for organizing ICA 2016, and for hosting us at the Sunday dinner.