

INTERNATIONAL INSTITUTE OF NOISE CONTROL ENGINEERING

**MINUTES OF THE TWENTY-FOURTH ANNUAL MEETING OF THE
I-INCE BOARD OF DIRECTORS ON SATURDAY-WEDNESDAY, 1998
NOVEMBER 14-18, IN CHRISTCHURCH, NEW ZEALAND**

Present

Members of the Board

Lang, W. - President
Daigle, G. - Vice President
Kihlman, T. - Vice President
Maling, G. - Vice President
Berry, B. - INTER-NOISE 96
Brüel, P. - Director-at-Large (November 18 only)
Embleton, T. - INTER-NOISE 92
Illényi, A. - INTER-NOISE 97
Koyasu, M. - INTER-NOISE 94
Lawrence, A. - Honorary Member
Marsh, A. - INTER-NOISE 95
Sone, T. - INTER-NOISE 94

Guests

Granneman, J. - Netherlands Acoustical Society (I-N 2001)
Lambert, J. - SFA (I-N 2000)
Marshall, H. - INTER-NOISE 98
Vallet, M. - SFA (I-N 2000)
ten Wolde, T. - Netherlands Acoustical Society (I-N 2001)

Members Absent

Cops, A. - Secretary-General (and representing INTER-NOISE 93)
Tourret, J. - Vice President

Agenda. (The draft agenda was circulated before the meeting by fax and e-mail.)

1. Opening of the meeting.
2. Approval of the Agenda.
3. Approval of the minutes of the Twenty-Third Meeting of the Board.
4. Report of the Secretary General on the affairs of I-INCE.
5. Review of the I-INCE Bylaws (revision of 1997 August 24).
6. Review of the I-INCE Rules, Parts 1 and 2.
7. Consideration of the duties of the I-INCE Vice Presidents.
8. Report of the I-INCE Vice President - Communications

9. Report of the I-INCE Vice President - European Affairs.
10. Report of the I-INCE Vice President - Technical Initiatives.
11. Report of the I-INCE Vice President - International Relations.
12. Revision of the INTER-NOISE Guidelines.
13. Strategic planning.
14. Report of the Nominating Committee.
15. Reports on the INTER-NOISE Congress series.
16. Preliminary planning for INTER-NOISE 2002 and the Congress Selection Committee.
17. Reports on I-INCE Symposia.
18. Other business.
19. Next meeting.
20. Closing of the meeting.

Minutes

(NOTE: The Board met from 09.00 to 18.00 on Saturday, November 14; from 09.00 to 12.00 on Sunday, November 15; and from 17.00 to 19.00 on Wednesday, November 18.)

1. **Opening.** The President opened the meeting at 09.00 hours on Saturday, November 14.
2. **Approval of the Agenda.** The Agenda was approved with the addition of two items: under item 12, add a report on EU noise policies; under item 19, add a report from the Transition Team (T. Embleton, chair).
3. **Minutes of the Last Meeting.** The minutes of the Twenty-Third Meeting of the Board in Budapest on 1997 August 23-24 were approved.
4. **Report of the Secretary General.**

In the absence of the Secretary General, his report on the status of the Institute was given by the President (see Attachment A). The following discussion and action items relate to the Secretary General's report:

1. Applications from the Slovenian Acoustical Society and the Croatian Society for Noise and Vibration Control have been received. The Slovenians have fulfilled the requirements for membership, while the Croatian application is incomplete and should be considered to be on hold, pending clarification. A motion was made and unanimously approved to accept the Slovenian Acoustical Society as a full Member Society of I-INCE. There was discussion of a name change needed for the Yugoslavian society which is an observing member society of I-INCE. The President will follow-up on this matter with Professor Pravica. The above action brings the number of Member Societies to 44, of which 41 are participating and three are observers (India, Russia and Yugoslavia).
2. In the discussion of the audited report for the year ending 1997-12-31, it was pointed out that the cost of operating the I-INCE Secretariat is very small, and that I-INCE must plan for higher Secretariat office expenses in the future. The budget for 1999 shows a small increase in expected income over 1998 with similar expenses. The motion to accept the Secretary General's report, which includes the budgets for 1998 and 1999, was approved unanimously.

5. Revision of I-INCE Bylaws.

There is need for action to finalize action on the Bylaws by the Board, then submit the Bylaws to the General Assembly for review. Minor editing has been done since the Budapest meeting of the Board. The following minor changes represent highlights:

1. Art. 1. Name formalized as I-INCE.
2. Art. 8.1. The wording "full board" is dropped, "...the immediately previous six...", "...minimum number of directors is ten (10)...", "...and the Immediate Past President."
3. Art. 8.7. "...the most recent INTER-NOISE Congress is invited by the President..." "If no suitable candidate is available, the Board shall elect an alternative candidate."
4. Art. 9.3. "...office of President but shall serve on the Board as Immediate Past President for a term of four years." Delete last sentence.
5. Art. 10. "...including its chair, shall be appointed."
6. Art. 9.7. Split the duties of the Secretary General into two parts: Secretary General and Treasurer. Allow for the separation of the two jobs. Changes are needed to Art. 7 as well.
7. Art. 11. Change title to "Operating Committee" (from Administrative Committee).
8. Art. 20. Need to add requirement for circulation of proposed changes ahead of a General Assembly meeting. The suggestion is to put the information on the World Wide Web.
9. There was a discussion of advanced notice of Bylaw/Rule changes or other important votes. Need to add allowance for e-mail/fax submission of votes. "All proposals for definitive action by the General Assembly shall be circulated to the Member Societies at least 3 months before a meeting of the General Assembly." This goes in Articles 7, 20 and 23.
10. Art. 4.2. Add "...and through the maintenance of a website on the internet."
11. Art. 24. Change dates.

A motion to approve the Bylaw changes summarized above was passed unanimously.

6. Review of I-INCE Rules.

The DEGA comment and the Board amendment to Art. 3 were approved. "The voting papers shall be sent out at least 3 months prior to a meeting of the General Assembly. The voting papers shall be signed by an officer of the Member Society." Also accepted was the DEGA comment on society representatives.

7. Duties of I-INCE Vice Presidents.

Each Vice President reported on his terms of reference and his activities of the past year. Some editorial changes were made in the duties of the Vice Presidents. The final versions of the duties are included with each of the Vice President reports below.

8. Report of the I-INCE Vice President - Communications.

DUTIES AND RESPONSIBILITIES OF THE I-INCE V.P.-COMMUNICATIONS

The I-INCE Vice President-Communications is responsible for maintaining communications with the I-INCE Member Societies, primarily through *Noise/News International* and the I-INCE home page. To

carry out this responsibility, the I-INCE Vice President-Communications:

1. Represents I-INCE in the editing of *Noise/News International*, ensuring that news of the I-INCE Member Societies, and other items of international interest, are covered in the news magazine.
2. Supervises the updating and maintenance of the I-INCE home page on the Internet.
3. Reports to the Board annually on the finances of *Noise/News International*, its circulation, and publication plans for the following year.
4. Works in close collaboration with the I-INCE President in the discharge of the above responsibilities.
5. Reports to the I-INCE Board at its annual meeting on all activities related to communications.

G. Maling reported that the I-INCE domain name has been registered on the internet. He reviewed his responsibilities as Vice President. He asked whether the V.P.-Communications should also report to the General Assembly as well as to the Board of Directors. The President pointed out that the General Assembly agenda will usually be very crowded and it will usually be impractical for each of the Vice Presidents to report individually to the General Assembly.

The distribution of NNI has not changed significantly since the report in Budapest. Only the USA, France and Italy receive more than 100 copies. Distribution is by bulk to Member Societies. How can we increase this circulation? The best way would be by individual copies being sent to individuals in the countries of the Member Societies. At the present time, we have about 100-125 individual subscriptions, mainly to libraries. This brings in about US\$ 5K/year with a subscription rate of US\$ 50, or overseas CHF 80. A new payment system using credit cards is being inaugurated which may increase the circulation. B. Berry made the point that the existence of NNI is not well known at the level of the individual member of a Member Society, and the distribution via Member Societies is not very effective,

Concerning finances and plans for the future, G. Maling reported as follows, the income from advertising is about USD 45K, the I-INCE and I-N contributions during 1997 were USD 22.4K, the libraries bring in about USD 5.3K, airmail surcharges about USD 3.3K, and INCE/USA contributes USD 9.8K, against a total expenditure of USD 85.5K. The latest financial report on NNI is given in Attachment B. Expenses balance income due to the INCE/USA contribution.

The future plan is as follows. The 2000 March issue of NNI will be a print magazine as it is now, plus an electronic format. The advantages will be lower cost, more timely dissemination, more information available, "distributed production," links to Member Societies. The disadvantage is that it will require that everyone have internet access. The following domain name has been requested: <http://noise-news-international.net>. (Note: a new name must be selected. The above has too many letters.) The page will show the contents of both paper copy and soft copy. The different contents will be in each issue. The soft copy will have Member Society news, standards news, a directory, and conference calendars. The change should reduce cost; the print version may shrink from 64 to 48 pages per issue and this will keep the cost constant as production costs rise in the future.

A motion to accept and approve the report of the VP-Communications, and description of his duties, was passed unanimously.

9. Report of the I-INCE Vice President - European Affairs.

DUTIES AND RESPONSIBILITIES OF THE I-INCE V.P.-EUROPEAN AFFAIRS

The I-INCE Vice President-European Affairs is responsible for representing I-INCE interests in Europe. To carry out this responsibility, the I-INCE Vice President-European Affairs:

1. Represents I-INCE to the noise and vibration control communities within the individual European acoustical societies.
2. Coordinates activities with the European Acoustics Association (EAA) and other regional organizations in Europe.
3. Advises the Board on the organization of INTER-NOISE Congresses to be held in Europe.
4. Represents the I-INCE Board in coordinating the EuroNoise series of symposia and other I-INCE symposia in Europe.
5. Coordinates his/her activities with the I-INCE Vice President-International Relations so there is no duplication of effort.
6. Works in close collaboration with the I-INCE President in the discharge of the above responsibilities.
7. Reports to the I-INCE Board at its annual meeting on all matters related to European affairs.

In the absence of the VP - European Affairs, the Board noted his detailed report submitted by e-mail, and particularly his advice concerning I-N 2000 and the invitation to hold a future INTER-NOISE in Prague. The following comments were noted. Previously, we have used "International INCE" as an abbreviation for the name of the Institute; in the future, "I-INCE" will be used both as a noun and as an adjective to abbreviate the name of the Institute. The VP-EA's report on EuroNoise 98 (München) was discussed in detail, as was his report on planning for EuroNoise 2001, scheduled by the EAA Board for the Greek islands. On the latter item, there was an extended discussion.

A **motion** was made by B. Berry, seconded by T. Embleton, and unanimously approved that:

Subject to the President checking his e-mail, the following action and response to EAA is authorized:

Whereas, the I-INCE Board

1. has not received a request to co-sponsor EuroNoise 2000 in Greece, and
 2. has not received any information concerning any justification for or information on planning for EuroNoise in Greece, and
 3. has noted that Greece is not the home country of an I-INCE Member Society at the present time, and
 4. is already committed to sponsorship of I-N 2000 in Nice and I-N 2001 in Den Haag,
- therefore, the I-INCE Board feels unable to co-sponsor the next EuroNoise symposium in Greece, but reaffirms its willingness to consider co-sponsorship of EuroNoise symposia in later years.

NOTE: Subsequent to the close of the Board meeting on November 14, an e-mail from M. Zakharia, EAA Executive Director, was received by the President. The e-mail reads in part, "The exact (EAA) board decision was: The next EuroNoise Conference is planned for December 2000 or January 2001 in Patras (GR). The theme will be 'Acoustic materials and systems for noise control' (details to be decided). The conference will include the final meeting of the NOCOMAT network. I-INCE has been invited to co-sponsor this event." At its meeting on November 18, the Board reconsidered the above motion. The decision was to reaffirm the decision taken on November 14 not to co-sponsor EuroNoise

2000/2001 in Greece.

10. Report of the I-INCE Vice President - Technical Initiatives.

DUTIES AND RESPONSIBILITIES OF THE I-INCE V.P.-TECHNICAL INITIATIVES

The I-INCE Vice President-Technical Initiatives is responsible for coordinating the activities of the Board and General Assembly on the technical initiatives of the Institute. To carry out this responsibility, the I-INCE Vice President-Technical Initiatives:

1. Monitors the activities of the General Assembly as it carries out the technical work of the Institute described in Part 2 of the I-INCE Rules.
2. Coordinates the technical work of the Institute with the General Assembly and the Board, and assists the General Assembly in these endeavors.
3. Reviews the recommendations and draft reports resulting from the technical work of the Institute and submits same in timely fashion to the Board of Directors for implementation and publication.
4. Works in close collaboration with the I-INCE President in the discharge of the above responsibilities.
5. Reports to the I-INCE Board at its annual meeting on all activities related to technical initiatives.

The VP-Technical Initiatives led a discussion of ways to increase the dissemination of working party reports (technical publications). The report on upper noise limits in the workplace has been finished and published. B. Berry pointed out that we need to focus more publicity on completed reports. T. Kihlman pointed out that we should aim for target groups. The consensus was that an electronic version should be produced and that distribution channels should be explored. G. Daigle and G. Maling will consider this and possibly put the report on the web.

The road traffic noise report and the noise walls report will be considered in the General Assembly on November 15. The community noise working party is in limbo. It was reported that J. Ollerhead is no longer chair, and that N. Porter will attempt to reactivate the working party and she will assume the chair. G. Daigle will follow up on the status of this working party. The consumer products and building acoustics proposals did not receive sufficient support in the past, but G. Daigle recommends that we resubmit or poll the Member Societies concerning future activities in these areas.

No new proposals for technical initiatives were received from the Member Societies by October 01. G. Daigle agreed to take action on this matter and contact the Member Societies asking for specific suggestions. B. Berry suggested that we put a request for suggestions in Acta Acustica.

Concerning new initiatives, L. Finegold has suggested that a report be prepared on the effectiveness of noise regulations around the world. This suggestion comes from a study group of ICBEN and will be the focus of one of the reports to be given at the Sydney ICBEN congress. L. Finegold, H. von Gierke and P. Schomer are involved in this technical study in ICBEN. B. Berry and T. Embleton spoke in favor of supporting this initiative with an I-INCE technical study group (formerly, I-INCE working party). G. Daigle is prepared to proceed with discussions as described above with the support of the Board.

A motion to accept and approve the report of the VP-Technical Initiatives, and description of his duties, was passed unanimously.

11. Report of the I-INCE Vice President - International Relations.

DUTIES AND RESPONSIBILITIES OF THE I-INCE V.P.-INTERNATIONAL RELATIONS

The I-INCE Vice President - International Relations is responsible for coordinating all activities undertaken by I-INCE with other organizations (including the I-INCE Member Societies, regional organizations such as EAA, and international organizations such as ICA.) To carry out this responsibility, the I-INCE Vice President-International Relations:

1. Monitors the activities of other organizations in the areas of noise and vibration control.
2. Recommends to the Board how concerted action with other organizations may be promoted and potential conflicts can be avoided.
3. Develops relationships with international and regional organizations in acoustics and vibration that may be admitted by the Board as Affiliated Organizations of the Institute according to the Bylaws.
4. Ensures that reciprocal privileges are granted to I-INCE by those organizations to which affiliation and cooperation have been extended.
5. Coordinates his/her activities with other I-INCE Vice Presidents so there is no duplication of effort.
6. Works in close collaboration with the I-INCE President in the discharge of the above responsibilities.
7. Reports to the I-INCE Board at its annual meeting on all matters related to international relations.

The President reported on two items in the international arena. Liaison status with ISO/TC 43/SC 1 (Noise) has been granted to I-INCE by the ISO Central Secretariat. The President recommends that an overture be made to ICBEN offering to establish an affiliative relationship.

A. Lawrence asked why we do not also have a liaison with ISO/TC 43/SC 2 (Building Acoustics)? A **motion** that I-INCE enter into a similar liaison arrangement with ISO/TC 43/SC 2 was passed unanimously. A parallel **motion** was passed unanimously to offer to enter into affiliation with ICBEN. It was emphasized that ICBEN covers many subjects that are within the I-INCE field of interest.

T. Kihlman discussed relations with ICA and the possible affiliation of I-INCE with ICA. The ICA has recently been reorganized and now has a board and a structure similar to that of I-INCE. ICA is now an affiliated commission of IUPAP and it has also been granted affiliate status with IUTAM. At the first ICA general assembly last June, a new Board was elected with G. Daigle as the new Secretary General. Members of the ICA are elected for a three-year period and the Board may elect an associate board member for liaison purposes. Several organizations need to have affiliation with ICA (I-INCE, EAA, etc.). There is, however, a limited number of board members and associate board members. Associate board members will be elected at the 1999 meeting of the ICA board in Berlin on 1999 March 14. At the present time, S. Crandall is the associate board member for IUTAM, J. Blauert is the associate board member for EAA, and there is one other associate board member for WESTPRAC. A **motion** was unanimously approved to propose to ICA that they elect a board member or associate board member for liaison with I-INCE. The I-INCE Board recommends that our representative should be our V.P.-International Relations, T. Kihlman.

In a discussion of relations with IIAV, it was pointed out that the only known future meeting of IIAV which could present a conflict is the one in Garmisch, Germany, which will be held about 6 weeks prior

to the INTER-NOISE 2000 Congress in Nice, France.

It was noted that EAA, through its chairman, has requested a seat on the I-INCE Board. It was pointed out that Article 8.1 of the I-INCE Bylaws specifies clearly the composition of the I-INCE Board and there is no provision for external members of the Board. Our Board is carefully constructed and is not easily changed. Any Bylaw change would require advance notice of the change, approval of the Board, and review by the General Assembly. On the other hand, an EAA representative to the General Assembly could be offered in return for I-INCE representation on the EAA General Assembly.

12. Revisions to the INTER-NOISE Guidelines.

The following changes were reviewed:

"Congress Chairman" has been changed to "Congress President."

The Board does not control the amount of the registration fees as it has no financial responsibility for the Congress.

The policy when a final manuscript is received without accompanying registration payment has been reviewed.

The policy regarding the payment of registration fees and waivers for Board members has been reviewed.

There is need for an algorithm to extend the length of the Congress for an extra day to accommodate large numbers of papers. Should the algorithm be based on the maximum number of parallel sessions, the number of papers/day, or some other criterion?

The idea of short (e.g., 2 minute) presentations followed by a rapporteur and discussion of the whole session has been advanced.

12a. EU Noise Policy and Green Paper.

B. Berry reviewed recent activity to develop EU noise policies in response to the EU Green Paper. There are three streams consisting of a number of working groups. Stream 1 includes those working groups which are working on "perception." Stream 2 includes those working groups concerned with the "emission of sources." Stream 3 ties Streams 1 and 2 together through research and economic aspects. Stream 1 includes indices, dose/effects, computation/measurements, noise maps, abatement, etc. Stream 2 includes road noise, outdoor machinery and trains. Each working group is to study the field, propose research, and propose the setting of noise targets. The time scales are as follows: step 1 to be completed by the end of 1999 includes definitions of noise indicators and the implementation in member state legislation; informing the public, starting the EU data bank; all cities with more than 200,000 inhabitants must be covered first. Step 2 to be accomplished by the end of 2002 is to harmonize the computation methods, complete noise maps for cities down to 50,000 inhabitants, and implement everything within three years of the directive being issued. The directive must supercede national legislation. There are many concerns about the details of the program which include the quality of the mapping software, etc. There was considerable discussion, and some scepticism was evidenced following B. Berry's excellent presentation.

13. Strategic Planning.

The President quoted from Ferguson (1975) and reviewed the vision statement from Sydney (1991). The need for a new vision statement was emphasized, that is, one that is not too far out. The vision should be unattainable in the immediate future, but not as remote as the previous vision.

A. Marsh turned his attention to a mission statement first and spelled out the necessary steps for continuing operations: focus on long-term goals; define boundaries, more than slogans; no buzz words, plain English, answer basic questions! As far as a vision is concerned, there is need for a shared vision of the future which shows how to accomplish the mission. The goals and objectives do not constitute a statement of a vision. The key steps are: the leaders must create a compelling image for the future of the Institute; the image should be widely shared; it should be positive and inspiring and it needs a support structure. It is not expressed in financial or headcount terms. The Hoag Hospital in Newport Beach, California, was used as an example of an institution having good mission and vision statements. There was extensive and very constructive discussion on these matters. A subcommittee was appointed to develop draft mission and vision statements for I-INCE. The subcommittee consists of A. Marsh (chair), T. Kihlman, G. Daigle and T. Embleton. The drafts are required for the 1999 Board meeting. The subcommittee is to work by e-mail between now and Fort Lauderdale.

14. Report of the Nominating Committee. Postponed to the final meeting of the Board in Christchurch (follows item 16).

15. Reports on the INTER-NOISE Congress Series.

INTER-NOISE 98 (Christchurch).

H. Marshall distributed copies of the program booklet. He reported that his committee has adhered closely to the INTER-NOISE Guidelines for the Congress. They made one error, namely did not ask members of the I-INCE Board to serve as chairs of the technical sessions. This has now been corrected. A. Marsh will write an addendum to the Guidelines to cover this point for the future. H. Marshall emphasized the need for the members of the International Advisory Committee and others to be on e-mail. In practice, those members of the IAC who were not on e-mail were dropped from the discussions. Then followed a discussion of statistics of the Christchurch congress, logistics, etc. The Board complimented H. Marshall and his committee on the fine program that they have put together. H. Marshall raised the matter of the I-N 98 secretariat having to "reinvent the wheel," and proposed that a greater degree of continuity be established between INTER-NOISE Congress committees and a central Institute secretariat. This important point was duly noted by the Board.

INTER-NOISE 99 (Fort Lauderdale).

G. Maling reported that I-N 99 will be held on 1999 December 06-08, following ACTIVE 99 which will be held on 1999 December 02-04. He outlined the events and emphasized that everything must be finished by 17.00 hours on Wednesday, December 08. S. Sommerfeldt is general chairman of ACTIVE 99. D. Yeager and J. Cuscheri are co-presidents of INTER-NOISE 99. All registrations will be handled through Poughkeepsie. The exhibits will be managed by R. Peppin with space limited to approximately 30 booths. The hotel is the Fort Lauderdale Marina Marriott, a short distance from the beach and

directly on the inter-coastal waterway. The registration fee will be comparable to that of **INTER-NOISE 95** plus inflation. There may be some extra cost involved because the hotel has not been as generous as was the Marriott in Newport Beach, California. Best Western and Embassy Suite hotels are cheaper and are close to the Marriott. The General Assembly meeting may have to be concentrated on Sunday as I-N 99 must clear the hotel by 17.00 on Wednesday, December 08.

INTER-NOISE 2000 (Nice).

M. Vallet and J. Lambert reported on preparations for the congress. The program committee has mainly representation from France, but also one person each from Spain, Italy, Germany and UK. The International Advisory Committee remains to be appointed. M. Vallet pointed out that the INCE/USA logo and not the I-INCE logo had inadvertently appeared on the first announcement. He asked if the first announcement should be scrapped and reprinted. After brief discussion, it was decided to use the 20,000 existing copies and use the correct logo on later announcements and promotional materials. The Board asked M. Vallet a number of questions concerning the organization of **INTER-NOISE 2000**.

INTER-NOISE 2001 (The Hague).

T. ten Wolde reported that the organizing committee consists of eight persons with tasks divided among them to provide back-up. He will try something special for young persons and will try to promote networking. There has been contact with the ICA secretary, Professor Alippi, regarding ICA 2001 in Rome. It is necessary to agree on the wording to be included in literature to be distributed concerning the relationship between I-INCE and ICA. The following has been checked with the Rome ICA organizers. The agreed-upon wording is: "...organized in cooperation with..." to be used reciprocally. It was suggested that possibly a reduced fee for participating in both congresses be made available. The congress organizers should hold discussions directly between themselves and also exchange lists of special sessions to avoid overlap. The above wording will emphasize that **INTER-NOISE 2001** is not a satellite of the ICA Congress in Rome. T. ten Wolde reported that the conference center and the hotel block have been reserved; hotel rates are still to be negotiated. The organizers are planning to use a PCO for some of the functions to be held during **INTER-NOISE 2001**.

INTER-NOISE 2002 (Venue to be selected).

The venue is to be chosen by the Board at its annual meeting in Fort Lauderdale, Florida.

16. INTER-NOISE 2002 and Congress Selection Committee.

After discussion, G. Maling moved and, after seconding by A. Marsh, the following **motion** was unanimously approved: that the Board reaffirms the rotation schedule for the year 2002, namely that the Congress in the year 2002 will be hosted by one of the North American Member Societies. Then followed a lengthy discussion of the proposed establishment of a Congress Selection Committee (CSC) and a CSC Executive Committee by the General Assembly during the Christchurch congress. If established, it was anticipated that the CSC would hold its first meeting during **INTER-NOISE 98** in Christchurch.

It was agreed that the CSC should be a committee of the Board, and not of the General Assembly. There was further concern that the procedures of the CSC and its Executive Committee are needed

prior to the holding of the first meeting of the committee. The following **motion** was unanimously adopted by the Board: to defer the establishment of a Congress Selection Committee until INTER-NOISE 99 in Fort Lauderdale. It was further agreed that an announcement would be made to the General Assembly on 1998 November 15 that the establishment of the CSC would be tabled and would be reconsidered at the Fort Lauderdale congress in 1999. A draft of the CSC operating procedures will be posted on the I-INCE web site at least 60 days prior to the congress in Fort Lauderdale.

As far as preliminary planning for INTER-NOISE 2002 is concerned, G. Maling informed the I-INCE Board of a resolution taken by the INCE/USA Board, as follows:

"At its meeting on 1998 October 16-17, the Board of Directors of INCE/USA voted to submit a proposal to I-INCE to host INTER-NOISE 2002 in the USA. Several locations are being considered: San Antonio, Texas; Detroit, Michigan area; Southern California (San Diego, Newport Beach). It is expected that the INCE/USA Board will make a decision on the venue at its meeting on 1999 February 06, and that a detailed proposal will be prepared during the summer of 1999."

14. Report of the Nominating Committee (deferred item).

The 1998 Nominating Committee consisted of G. Daigle (Chair), A. Illenyi and M. Koyasu. The Nominating Committee presented the following slate for the respective offices:

- Vice President - Transition Team: T. Embleton
- Director representing I-N 98: H. Marshall (K. Ballagh, designated alternate)
- President Elect: T. Kihlman

The nominees were unanimously elected to their respective offices by the Board. The term for Embleton is 3 years. The term for Marshall is six years. The term for Kihlman is one year, while he is continuing to serve as VP-International Affairs.

17. Transition Team.

The Transition Team will consist of T. Embleton (Chair), the four Vice Presidents and M. Koyasu. T. Embleton outlined the history and some ideas for operation of the Transition Team, as follows:

Why do we need a Transition Team? For 24 years, I-INCE has used a set of Bylaws, originally prepared in 1974, and since then changed to only a minor degree. The governance has been by a President, a Secretary General, and a Board of seven directors representing the six most recent congresses and a director-at-large. There has been a prescribed and orderly progression of directors, but the Presidents have had nominally four-year terms which have been repeatedly renewed. There have been only two Presidents in 25 years, F. Ingerslev and W. Lang. With a great deal of very hard work, I-INCE has survived its early years and has grown into a viable and well-respected organization. It is now time to change to a more broadly-based governance and a more participatory General Assembly with some real responsibilities.

Changes proposed. To focus the necessary actions of I-INCE in implementing the changes that seem to be desirable - major changes over a period of just a few years - it is thought useful to establish a temporary Transition Team. The President has asked T. Embleton to chair this Transition Team.

Actions Taken. Over the past few years, several actions have already been taken.

- The Board has worked through several drafts of the revised Bylaws and approved the latest version on Saturday, 1998 November 14,
- several individuals, and the Board as a whole, have worked on drafts of Rules for I-INCE, sections on how to organize I-INCE congresses and on operations and powers/duties of the General Assembly, and
- a section on technical activities - the evolution of technical study groups, their work and their reporting,
- the appointment of several Vice Presidents with specific areas of responsibility - publications, technical initiatives, European affairs and international relations. (These VPs have involved an expansion of the Board, a spreading of the workload, and some individuals that we would like to have on the Transition Team during this period of change.)

The Transition Team. The Transition Team consists of T. Embleton, Chair, all the Vice Presidents, the current President, and one other member to provide balance (M. Koyasu from Japan). It is proposed that the Transition Team also act as the Nominating Committee in Fort Lauderdale, but then relinquish this role. Much of the near future is prescribed in the Bylaws and Rules, but we should see how I-INCE operates under the revised Bylaws and Rules, and be alert to further changes that may be needed. We should consider other changes that might be beneficial - meetings structure, symposia, attraction of new Member Societies, etc. Membership on the Transition Team in no way implies a duty to serve (for example) as the next President or Secretary General for a four-year or any other term.

18. Reports on I-INCE Symposia.

Refer to discussion of EuroNoise 98 and EuroNoise 2000 above.

19. Other business.

A. Marsh brought up the problem with setting registration fees for congresses. If set in a currency other than the currency of the host country, registrants may pay 3 to 5% more than expected. The problem is fluctuating exchange rates and hidden credit card charges. A **motion** was unanimously passed by the Board to add a sentence to Section C25, I-INCE Rules, Part 3: "Whenever possible, the registration fee shall be set in the currency of the host Member Society."

20. Next meeting.

The annual meeting of the I-INCE Board will be held during the period 1999 December 04-08 in Fort Lauderdale, Florida, USA.

21. The President adjourned the meeting at 18.40 on November 18.

Respectfully submitted,

William W. Lang, President

ATTACHMENTS:

A. Report of the Secretary General. B. Financial report on *Noise/News International*.

I-INCE
INTERNATIONAL INSTITUTE OF NOISE CONTROL ENGINEERING
Secretary-General : Prof. A. COPS
CELESTIJNENLAAN 200 D
B-3001 LEUVEN (HEVERLEE) - BELGIUM

REPORT OF THE SECRETARY GENERAL

MEETING OF THE BOARD, 14-15 November, 1998, CHRISTCHURCH

ITEM 4 of the AGENDA : Report of the Secretary-General on the affairs of I-INCE:- election of new Members Societies

1. Application of the Slovenian Acoustical Society by Prof. Mirko Cudina for full Membership. Attached is a letter of 3 March 1998.
2. Application of the Croation Society of Noise and Vibration by Prof. Somek for Membership (P or O Membership is not clear from his e-mail. Attached is an e-mail from Dr. W. Lang to Prof. Somek of Friday, June 2, 1998. No reply from Prof. Somek has been received at the Secretariat.

ITEM 5 of the AGENDA: Report of the Secretary-General on the affairs of I-INCE:

- Matters related to I-INCE Membership

1. Member Societies (40 + 3 = 43)
 - 40 P-Member Societies
 - 3 O-Member Societies (India, Russian Acoust. Soc., Yugoslavia)
 - Addresses listed in NNI
2. Sustaining Members (6)
 - There are 6 Sustaining Member: status quo
 - Addresses listed in NNI
3. Institutional Members (8)
 - There are 8 Institutional Members
 - Addresses listed in NNI
4. Subscribers NNI (2 + 2)
 - Ministry of Environment, Singapore
 - Dassault Aviation, France
 - M. Andrieu, and P. Kruppa, E.U., Belgium (free copies)

- Approval of the audited account for the fiscal year 1997

- See attached sheet
- Is published in the June issue of NNI, page 108.

- Approval of the budget for 1998

- See attached sheet

- Consideration of the preliminary budget for 1999

- See attached sheet

FINANCIAL STATEMENT AT 1997-12-31

REVENUES	Belgian Francs	BEF
Transfer of credit balance 1996-12-31	1,645,349	
Member Society dues	241,299	
Sustaining Member contributions	117,845	
Institutional Member dues	16,653	
Subscribers NOISE/NEWS International	3,637	
Interest 1997 (17,801 + 16,614 + 10,949)	45,364	
	2,070,147	

HEVERLEE,

EXPENSES

I-INCE contribution for publication and distribution of the 1997 issues of NNI : 300,000 BEF + 466.83 USD INCE USA FEDEX charges of President to Board Members and officers IUTAM — 5000 USD loaning to Organising Committee Inter-Noise '97 , Budapest	158,401
Secretariat (invoices,mailing,faxes,ect.)	11,000
Bank costs	467
Mail	190
Custom entry NNI	494
	170,552

CREDIT BALANCE

Kredietbank , Leuven , on 1997-12-31	
2,070,147 - 170,552	BEF 1,899,595

STATE OF THE ACCOUNTS

Current account (431-0072711-28)	28,177
Deposit account (431-0072719-36)	471,418
Deposit account (431-0072710-27)	1,400,000
	BEF 1,899,595

Leuven-Heverlee, 1998-01-20


 Prof. André Cops
 Secretary General I-INCE

I-INCE
 INTERNATIONAL INSTITUTE OF NOISE CONTROL ENGINEERING
 Secretary-General : Prof. A. COPS
 CELESTIJNENLAAN 200 D
 B-3001 LEUVEN (HEVERLEE) - BELGIUM

B U D G E T 1998

(estimation)

RECEIPTS

BELGIAN FRANCS (BEF)

Balance on 1997-12-31	1,899,595	
Expected Memberships (40 P-Members) x 7500 - 200 charges)	292,000	
Expected Sustaining Members 6 x (20,000 - 200 charges)	118,800	
Expected Institutional Memberships 8 x (2,500 - 200 charges)	18,400	
Subscribers NNI: 2 x (2,000 - 200 charges)	3,600	
Estimated bank account interest	50,000	
	<hr/>	
	2,382,395	BEF

EXPENSES

Contribution of I-INCE for the publication and distribution of NNI	300,000	
Administration costs secretariat	10,000	
Bank costs, Mailing, Custom entre NNI	2,000	
	<hr/>	
	312,000	BEF
Estimated credit balance on 1998-12-31	2,070,395	BEF
	<hr/>	

1998-10-20 : 1 USD = 33,5 BEF

Noise/News International**Finances for the INCE/USA Fiscal Year Ending 1998 March 31****INCOME (USD)**

Advertising	44757
International INCE/INTER-NOISE	22400
Library sales	5317
Air mail surcharges	3306
INCE/USA contribution	9806

	Total: 85586

EXPENSES (USD)

Labor and services	450
Office supplies	1414
Postage	823
Printing and mailing	49899
Telephone	511
Travel	368
Refunds	38
Shipping	5709
IEEE composition/advertising	26374

	Total: 85586

NOTES:

- 1. All dollar amounts have been rounded down to the nearest dollar.**
- 2. The large International INCE/INTER-NOISE contribution is due to the large number of persons who attended INTER-NOISE 96. The contribution will be smaller for the FY ending 1999 March 31.**
- 3. The travel shown is for IEEE attendance at an exhibition.**
- 4. Income and expense are shown as balanced – the INCE/USA contribution making up the loss.**