

INTERNATIONAL INCE
MINUTES OF THE TWENTY-FIFTH MEETING OF THE
I-INCE BOARD OF DIRECTORS ON SATURDAY, 1999
DECEMBER 04, IN FORT LAUDERDALE, FLORIDA,
USA

Present

Members of the Board

Lang, W. - President
Cops, A. - Secretary-General
Daigle, G. - Vice President - Technical Initiatives
Embleton, T. - Vice President - Transition Team
Maling, G. - Vice President - Communications
Tourret, J. - Vice President - European Affairs
Berry, B. - INTER-NOISE 96
Bruehl, P. - Director-at-Large
Kotschy, A. - INTER-NOISE 97 (for A. Ilcenyi)
Koyasu, M. - INTER-NOISE 94
Marsh, A. - INTER-NOISE 95
Marshall, H. - INTER-NOISE 98
Sone, T. - INTER-NOISE 94

Guests

Roth, S. - INCE/USA (INTER-NOISE 2002)
Singh, R. - INCE/USA (INTER-NOISE 2002)
Vallet, M. - SFA (INTER-NOISE 2000)
ten Wolde, T. - Netherlands Acoustical Society (I-N 2001)

Members Absent

Kihlman, T. - Vice President - International Relations

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 Special Meeting of the Board held in Berlin, Germany, on 1999 March 13.
4. Report of the Secretary General on the affairs of I-INCE.
5. Report of the Nominating Committee.

6. Consideration of the I-INCE Bylaws (revision of 1998.11.14).
7. Consideration of the I-INCE Rules, Part 3: I-INCE Congress Selection Committee.
8. Review of proposal(s) and decision on INTER-NOISE 2002 venue.
9. Establishment of the Congress Selection Committee (CSC), including Board decision on region for INTER-NOISE 2004.
10. Report of the I-INCE Vice President - Transition Team.
11. Report of the I-INCE Vice President - European Affairs.
12. Report of the I-INCE Vice President - International Relations.
13. Report of the I-INCE Vice President - Communications
14. Report of the I-INCE Vice President - Technical Initiatives.
15. Consideration of the I-INCE Guidelines for the organization of INTER-NOISE Congresses.
16. Reports on the INTER-NOISE Congress series.
17. Reports on I-INCE Symposia.
18. Report on Strategic planning.
19. Other business.
20. Next meeting.
21. Closing of the meeting.

Minutes

(NOTE: The Board met from 09.00 to 17.00 and from 18.30 to 21.30 on Saturday, December 04.)

1. **Opening.** The President opened the meeting at 09.00 hours on Saturday, December 04.
2. **Approval of the Agenda.** The Draft Agenda, which had been sent to the members of the Board in July, was approved.
3. **Minutes of the Last Meeting.** The minutes of the Special Meeting of the Board in Berlin on 1999 March 13 were approved unanimously.

4. Report of the Secretary General.

New Member Society The application of the Slovenian Acoustical Society was accepted by the Board in 1998 December. The society was informed of the approval, and Member Society status was effective on 1999.01.01.

Hellenic Acoustical Society The application was received and appeared to be in order. A motion was made for the Board to recommend to the General Assembly that the Hellenic Acoustical Society be admitted as a "small" Member Society. The motion carried unanimously. When admitted on 2000.01.01, I-INCE will have 45 Member Societies, of which 42 are

participating, and three (Acoustical Society of India, Russian Acoustical Society and Acoustical Society of Yugoslavia are observers.)

Other membership matters Action on the application received from INCE/Europe was postponed to the end of the agenda.

Approval of audited account for 1998 The financial report for 1998 was published in NNI on page 22 of the 1999 March issue. Late payments had been received from nine Member Societies (40 of 42 have paid for 1999). The question was raised what to do with the non-paying societies? It was decided that the matter should be referred to the General Assembly in the future.

Approval of budget for 1999 The estimated credit balance on 1999.12.31 was 2 438 738 BEF

Approval of preliminary budget for 2000 The expected credit balance at the end of the year was 2 842 838 BEF.

Conversion of I-INCE accounts to the euro Factors to be considered are the following: the euro has dropped approximately 15% since it was introduced early in 1999 re the pound sterling and the US dollar; the I-INCE treasury should remain in Europe, in euros; the conversion of the accounts from Belgian francs into euros should be made as soon as possible. A **motion** was made to accept the Secretary-General's report and to change the I-INCE bank accounts so that they are denominated in euros effective 2000 January 01. The motion carried unanimously.

5. Report of the Nominating Committee.

The report of the chair of the Nominating Committee is given in Attachment 1. It was recommended that the title of "Honorary Board Member" or "Honorary Director" be changed to "Distinguished Board Member" or "Distinguished Director." With this change in title, a **motion** was made, seconded, and unanimously approved to accept the report of the Nominating Committee.

6. Consideration of I-INCE Bylaws.

Clause 8.1, replace "a Director-at-Large," by "Distinguished Board Members."

Clause 8.2, delete clause.

Clause 8.4, change "honorary" to "distinguished," and change "without vote" to "with vote."

Clause 8.6, delete "Director-at-Large."

A **motion** was made, seconded, and unanimously approved to accept the changes to the Bylaws.

7. Consideration of I-INCE Rules, Part 3.

Part 3 details the operating procedures of the Congress Selection Committee. Part 3 was drafted by the Board in Berlin on 1999.03.13 and reviewed by the Board by e-mail dated 1999.04.21; the Board-reviewed version was posted on the web on 1999.04.24. Under item 8 of the General Assembly agenda for Fort Lauderdale, representatives of Member Societies may present comments on the Rules; comments may also be submitted with the Voting Paper

for the 1999 General Assembly. The only detailed written comments have been submitted by the German member society, NALS. The NALS comments were mainly editorial, but a flowchart was proposed that should be useful.

A motion was made, seconded, and unanimously approved that Pres. Lang and V.P. Embleton work to develop an improved text for Rules 3, taking into consideration NALS comments and adopting the time line chart (flowchart) from the NALS comments.

NOTE. The agenda items were taken out of order at this point of the meeting. Agenda items 15, 17 and 18 were not covered due to lack of time.

9. Establishment of Congress Selection Committee.

According to Rules 3, the Board shall authorize the General Assembly to establish the CSC. The CSC will hold its first meeting in Fort Lauderdale. Members of the CSC will be appointed by the General Assembly. Nine individuals had been nominated by the Member Societies to serve on the CSC, and nine are to be appointed. If additional candidates are proposed during the meeting of the General Assembly, a decision will be made on the nine to be appointed.

A motion was made, seconded, and unanimously agreed upon that the Board approves the concept of a Congress Selection Committee and requests the General Assembly to establish the CSC as a standing committee of the General Assembly.

9a. Decision on region for INTER-NOISE 2004.

The decision was made by the Board by e-mail ballot on 1999.11.03 that INTER-NOISE 2003 will be held in the Asia-Pacific region. Since INTER-NOISE 2002 will be held in Pan-America, the logical sequence was for the Board to prefer Europe-Africa for 2004.

A motion was made, seconded, and unanimously approved that the INTER-NOISE Congress in the year 2004 shall be in Europe-Africa.

8. Proposals and decision on INTER-NOISE 2002 venue.

Proposals to host INTER-NOISE 2002 had been received from INCE/USA and the Acoustical Society of America (ASA).

The INCE/USA proposal was presented by INCE/USA President S. Roth and prospective Congress President R. Singh. The proposal was to hold INTER-NOISE 2002 at the Hyatt Regency Dearborn Hotel in Dearborn, Michigan, USA, on 2002 August 19-21. The Congress would be organized by INCE/USA in cooperation with the Canadian Acoustical Association. The theme would be "Transportation Noise Control." Details of the proposal were contained in a looseleaf binder. The income budget and the expense budget were more or less in balance, with a slight surplus. There are many people in the area to assist with the organization. Detroit has a major international airport; it is a hub for Northwest, KLM, and other carriers.

The ASA proposal was to hold INTER-NOISE 2002 at the Fiesta Americana Hotel/Coral Beach in Cancun, Mexico, during early 2002 December, in advance of the meeting of the Acoustical Society of America. Because an ASA representative could not be present in Fort Lauderdale to present the ASA proposal, a telephone conference was arranged between Board member A. Marsh and ASA Executive Director C. Schmid who was vacationing in Hawaii; it

was agreed in advance that Alan Marsh would ask the questions from the I-INCE Guidelines that members of the Board would have asked if it had been possible for the ASA to have had a representative present in Fort Lauderdale. There was no proposed budget available. The anticipated number of participants was about 1100 (400 for I-N, 700 for ASA). ASA would expect to run I-N 2002 and the ASA meeting sequentially. The organizers would be ASA and the Mexican Institute of Acoustics (not an I-INCE Member Society). Availability and experience of a local organizing committee was limited. Proposed name of congress president was not yet known.

A vote was taken. Nine voted for the Dearborn proposal. One voted for Cancun.

An announcement was made at the Opening Plenary of INTER-NOISE 99 that INTER-NOISE 2002 will be hosted by INCE/USA and held in Dearborn, USA, on 2002 August 19-21.

It is extremely important to have a letter of agreement prepared and signed by the I-INCE President and an authorized representative of the host Member Society of an INTER-NOISE Congress. A number of problems associated with the organization of INTER-NOISE 2000 in Nice, France, could possibly have been avoided if such a letter had been in place to define who does what, and when. The INTER- NOISE Guidelines will be modified so that the letter is an action item once a decision is made to accept the offer of a Member Society to host a future INTER-NOISE Congress.

A motion was made, seconded, and unanimously approved to instruct incoming President Kihlman to write to the organizers of INTER-NOISE 2002 confirming financial and organizational matters. This agreement should be signed before 2000 April 30.

When the letter of agreement for 2002 is signed by both parties, it should serve as the model for future agreements. The President should also use the letter for discussion purposes with the organizers of INTER-NOISE 2001 in The Hague.

President Lang was instructed to write to the President of ASA thanking them for their proposal, and expressing a willingness to cooperate with ASA in the future on meetings and symposia. [Note: This letter was sent to ASA President Kuhl on 1999 December 11.]

10. Report of the Vice President - Transition Team.

T. Embleton reported that the work of the transition team was essentially completed. The new officer structure was now in place, the Bylaws had been updated and Rules prepared and adopted. The major work remaining concerned minor editorial changes.

A motion was made, seconded, and unanimously approved that the Board expresses its appreciation to T. Embleton for his work as head of the transition team, and changes the title of his position to Vice President - Long Range Planning.

12. Report of the Vice President - International Relations.

T. Kihlman was unable to attend the Board meeting due to illness. There was no report on international relations.

13. Report of the Vice President - Communications.

G. Maling reported that four issues of NNI had been published during 1999. Page charges for 2000 will be much higher than they have been. We have been paying the IEEE USD 60 per page; the estimate was that this figure may go as high as USD 110 per page. There is urgent need to negotiate page costs with the IEEE. In the year 2000, 48 page issues are proposed, compared to 64 page issues published in 1999. The income in 2000 was estimated at about USD 90K, costs at USD 93K. The INCE/USA contribution for 2000 is estimated at USD 19K and from I-N 2000 about USD 15K. Advertising income should be about USD 48K. It was proposed and agreed to remove Standards News from NNI; this material is published by ASA on the internet (and in JASA).

14. Report of the Vice President - Technical Initiatives.

G. Daigle reported that five new technical initiatives will be discussed by the General Assembly on December 05. The General Assembly will vote on the initiatives to be adopted. The publication schedule for completed initiatives was as follows: the final road vehicle noise report was scheduled for publication in the 2000 March issue of NNI. The final noise barriers report was published in the 1999 September issue of NNI. An e-mail progress report had been received from the convener of the Community Noise Working Party. The work initiated in 1995 was still far from complete. A timetable was needed for the completion of the community noise report. This is still an important topic, even though the original scope (responding to the draft WHO document) is now irrelevant since the WHO document has been revised and published in its final form. The Board and the General Assembly need to have a restatement of scope, outline of planned work, timetable for completion, and, possibly, a refreshing of the membership of the working party. The revised scope and timetable should be available for approval by the General Assembly at its meeting in Nice.

Concerning methods of distribution of I-INCE reports, a motion was introduced, seconded, and unanimously approved to convert completed I-INCE Technical Reports into PDF, HTML, or other file formats, and to make them available for downloading via links on the I-INCE website.

16. Reports on the Congress series.

INTER-NOISE 1999. G. Maling reported that 250 attended ACTIVE 99. About 350 papers were to be presented at INTER-NOISE 99 with between 500 and 550 attendees. The timetable and locations for sessions, exhibits, special events, etc. were reviewed.

INTER-NOISE 2000. M. Vallet reported that planning for the technical program was well advanced; 54 key people had agreed to organize special sessions, and around 300 people had already been invited. Four booths had been contracted so far for the exhibition; the available hotels will soon be posted on the internet. An agency has been engaged for pre- and post-congress tours. The Congress dinner will be at the Beau Rivage, the chairmen's dinner at the Hotel Bel Air. No major changes have been made to the budget. The early registration fee is 400 euros.

INTER-NOISE 2001. T. ten Wolde reported that the theme for INTER-NOISE 2001 is "Costs and Benefits of Noise Control." He presented drafts of the "First Announcement" and the "Announcement and Call for Papers." The budget, which was not available for presentation during the Board meeting, is given in Attachment 2 to these minutes.

11. Report of the Vice President - European Affairs.

During the morning meeting of the Board, J. Tourret presented a brief overview of European affairs: other meetings, potential INTER-NOISE venues, new societies, etc. EAA has new management; A. Houtsma is now chairman, and P. Wheeler is the managing director. Houtsma has proposed that J. Tourret organize and chair a new Technical Committee on Noise for the EAA.

The evening meeting of the Board was devoted to a discussion of the INCE/Europe application to the I-INCE Board to become a Member Society of I-INCE.

J. Tourret led the discussion. He reported that EAA appeared to have kidnapped the name "EuroNoise" and appeared not to want to cooperate with I-INCE. He stated that we needed to consider noise on a European basis. The European members of the I-INCE Board were asked to consider this matter as a task team at the Berlin meeting last March. A series of meetings was held. The decision of the task team was that there was a need for an INCE/Europe. The group decided as individual Europeans to form an INCE/Europe. Some individuals, societies and the EAA objected to this action, e.g., DEGA considered that the proposed scope of INCE/Europe should be a task carried out inside national societies, others objected to the rapid pace of events and lack of wide consultation. The invitation to J. Tourret to chair a new Technical Committee on Noise within EAA represented a complete reversal of the position of the previous EAA chair who was opposed to the idea.

There is not, or should not be, competition for power among the various organizations in Europe. It is a matter of "focus" on noise control that does not now exist in Europe. Tourret outlined his list of important questions - his "mission statement".

There was a lengthy discussion of the INCE/Europe application. A motion was introduced to adopt the following statements and to present same to the General Assembly on December 05:

1. The Board has received an application from INCE/Europe to become a Member Society of I-INCE. This application meets the I-INCE requirements for membership.
2. The Board notes this application with interest because it represents a strong pan-European focus on noise and vibration control. Normally, the Board would recommend to the General Assembly that the application be accepted. However, since this would be the first multinational institute of noise control engineering to become a Member Society of I-INCE, the Board recommends that discussions with the European Acoustics Association (EAA) and the I-INCE Member Societies in Europe be conducted concerning cooperation, and the enhanced benefits, membership, and influence that can accrue to the whole technical community. INCE/Europe is requested to report back to I-INCE in Nice, France, in 2000 August, at which time final action on the membership application will be taken.

3. The Board offers its assistance in these discussions.

The motion was seconded and unanimously approved.

19. Other business. None.

20. Next meeting.

The next annual meeting of the I-INCE Board will be held on Saturday, 2000 August 26, in Nice, France.

21. The President adjourned the meeting at 21.45 on December 04.

Respectfully submitted,

William W. Lang, President

Attachment 1: Report of the Nominating Committee

Attachment 2: Budget for INTER-NOISE 2001

Distributed during meeting:

Report of the Secretary-General

Application for switching bank services to the euro

Written comments from NALS on Part 3 of I-INCE Rules

Proposal for INCE/USA to host I-N 2002 in Dearborn, Michigan

Proposal for ASA to host I-N 2002 in Cancun

Progress on I-INCE Working Party on Community Noise

First Announcement and Announcement & Call for Papers for I-N 2001

Bill Lang,
Blind copy.

1999 June 25

ATTACHMENT 1

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CANADA

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FRANCE

Dear Fellow Colleagues of I-INCE,

Re: Nominating Committee for I-INCE Officers and Directors, 2000-2002

At INTER-NOISE 99 to be held this December in Fort Lauderdale, a Nominating Committee must present to the I-INCE Board of Directors a slate of Officers and Directors to serve from 2000 January 01 for 1-, 2-, 3- or 4-year terms as specified by the Rules. President Bill Lang has asked me to serve as the Chairman of this 1999 Nominating Committee. Our practice has been to have one member of the 3-member Nominating Committee from each of the three I-INCE geographical areas. I am therefore asking each of you to serve with me to represent Europe, Asia-Pacific and Pan-America. **I very much hope that each of you will agree to assist in this task.**

To speed the process and to make our task a little easier, I have already had some brief informal discussions with Bill Lang on the offices to be filled, eligibility for election, etc.

There are some positions on the Board that we do not need to consider at this time. For example, the term for the Secretary-General, André Cops, does not expire until 2000 December 31, and the representative from each of the past six INTER-NOISE Congresses is selected according to rules that do not involve the Nominating Committee. Our task is to fill the positions listed below, and I have taken the liberty of offering suggestions that after discussion with the President are acceptable both to him and to me.

OFFICE	CANDIDATE	TERM	BEGINNING	ENDING
President	Tor Kihlman *	4 years	2000-01-01	2003-12-31
Immediate Past President	Bill Lang *	4 years	2000-01-01	2003-12-31
V.P. Pan America	Bob Bernhard *	3 years	2000-01-01	2002-12-31
V.P. Asia-Pacific	Masaru Koyasu *	3 years	2000-01-01	2002-12-31
V.P. Europe-Africa	Jean Tourret **	3 years	2000-01-01	2002-12-31
V.P. Communications	George Maling **	3 years	2000-01-01	2002-12-31
Honorary Board Member	Per Brüel ***	1 year	2000-01-01	2000-12-31
Honorary Board Member	Anita Lawrence **	1 year	2000-01-01	2000-12-31

* These are new appointments, or in Lang's case an automatic appointment according to the Rules. Bernhard has not previously served on the I-INCE Board but is currently on the Board of INCE-USA and was its President 1994-1995; he almost always attends I-N Congresses.

** These are re-appointments to the same office for a second term.

*** Per Brüel has been a Member-at-Large of the Board for some 18 years and it was felt that he should continue on the Board, but with a changed status after so long a time.

I would like to hear from each of you. I look forward to hearing that you will serve on the Nominating Committee this year. I would also appreciate any comments you may have, or your general acceptance, of this proposed slate of Officers for I-INCE.

Yours sincerely,

Tony Embleton.