

INTERNATIONAL INCE
MINUTES OF THE TWENTY-SIXTH MEETING OF
THE I-INCE BOARD OF DIRECTORS ON
SATURDAY, 2000 AUGUST 26, IN NICE, FRANCE

Present

Members of the Board

Kihlman, T. - President
Cops, A. - Secretary-General
Lang, W. - Immediate Past President
Bernhard, R. - Vice President - Pan-America Region
Daigle, G. - Vice President - Technical Initiatives
Embleton, T. - Vice President - Development
Koyasu, M. - Vice President - Asia-Pacific Region
Maling, G. - Vice President - Communications
Tourret, J. - Vice President - European Affairs
Berry, B. - INTER-NOISE 96
Bruel, P. - Distinguished Board Member
Cuschieri, J. - INTER-NOISE 99
Illenyi, A. - INTER-NOISE 97
Marsh, A. - INTER-NOISE 95
Marshall, H. - INTER-NOISE 98
Sone, T. - INTER-NOISE 94

Guests

Lawrence, A. - INTER-NOISE 91
Roth, S. - INCE/USA (INTER-NOISE 2002)
Singh, R. - INCE/USA (INTER-NOISE 2002)
Vallet, M. - SFA (INTER-NOISE 2000)
Witte, R. - Netherlands Acoustical Society (I-N 2001)
ten Wolde, T. - Netherlands Acoustical Society (I-N 2001)

Members Absent

None

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 meeting of the Board held in Fort Lauderdale, U.S.A., on

1999 December 04.

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 last reviewed by the Board in 1999 December.
7. Decision of geographic region for INTER-NOISE 2005.
8. Report of the I-INCE Vice President - Development.
9. Report of the I-INCE Vice President - European Affairs.
10. Report of the I-INCE Vice President - International Relations.
11. Report of the I-INCE Vice President - Communications.
12. Report of the I-INCE Vice President - Technical Initiatives.
13. Consideration of I-INCE Guidelines for the organization of INTER-NOISE Congresses.
14. Reports on the INTER-NOISE Congress series.
15. Reports on I-INCE Symposia.
16. Report on Strategic planning.
17. Review of proposal(s) and decision on INTER-NOISE 2003 venue.
18. Other business.
19. Next meeting.
20. Closing of the meeting.

Minutes

(NOTE: The Board met from 09.00 to 17.52 on Saturday, August 26, and from 18.00 to 18.30 on Wednesday, August 30.)

1. **Opening.**The President opened the meeting at 09.00 hours on Saturday, August 26.
2. **Approval of the Agenda.**The Draft Agenda, which had been sent to the members of the Board by e-mail, was **approved** with one change: lunch will be at 13.00 hours.
3. **Minutes of the Last Meeting.**The minutes were circulated earlier by e-mail, and two attachments were distributed in Nice. The minutes of the Fort Lauderdale meeting were **approved**.
4. **Report of the Secretary General.**
 - **Membership Matters**

No new membership applications had been received since the last meeting of the Board, but there were discussions with interested parties in Egypt. The East European Acoustical Society requested observer status because of severe financial difficulties. The number of Member Societies stood at 45, of which 41 were participating and 4 observing (India, Yugoslavia, Russian Acoustical Society and East European Acoustical Society). The record of payments of the Member Societies over the last decade was presented. (This record will be published in the 2001 March issue of NNI.) The payment record is generally good, with a few problems. The Mexican Member Society is now 4 years in arrears. The Sociedad Mexicana de Acustica is the I-INCE Member Society in that country, but the Instituto Mexicana de Acustica (a non-member) is apparently more active. The President will write to both Mexican societies, pointing out that the Sociedad is now seriously in arrears of dues payments, and inquiring if the Sociedad does not want to continue, then does the Instituto wish to become an I-INCE Member Society. These letters should prompt action in Mexico. W. Lang agreed to follow up on collection of the arrears of the South African Noise and Vibration Division. We now have 5 Sustaining Members, one fewer than last year as CEL has been taken over by Casella and CEL cancelled its Sustaining Membership. The number of Institutional Members dropped from 9 to 7. Professor Sone has retired from Tohoku University. The Noise Control Association of the Baltic State University has never paid and will be terminated if payment is not forthcoming. There were 4 subscribers to NNI through the I-INCE Secretariat.

- **Audited Account for Fiscal Year 1999**

There were several questions and comments related to the financial statement that was published in the 2000 June issue of NNI, page 84. Note that accounts prior to 2000.01.01 were stated in Belgian francs; after 2000.01.01 in euros. (at the time, 1 euro was equivalent to 40.3399 Belgian francs.) The first commenter (A. Marsh) noted that expenses were very small, and will undoubtedly be higher in the future. This means that we must increase income in the future. The second commenter (A. Lawrence) noted that most of the income comes from I-N Congresses and we should try to get a good estimate of the true cost of operating the Secretariat. W. Lang pointed out that this had been done, and a summary is to be found in the minutes of the General Assembly for the meeting in Fort Lauderdale last December. He expressed the thanks of the Board to retiring Secretary General A. Cops and his institution for running such a cost-effective secretariat these many years past. Clearly, such a favorable situation for I-INCE may not continue into the indefinite future, and more revenue is needed. Ideas for additional revenue included: enrolling more Sustaining Members, increasing the levy of registrations at I-N Congresses and on exhibitors. A question was asked: have there been any requests for changes in membership categories? The Secretary General replied that none have been received since Fort Lauderdale. (Note: During the General Assembly on 2000.08.27, DEGA requested that its category be changed from medium-sized Member Society to large Member Society. This change was approved.)

- **Approval of budget for 2000**

The credit balance on 2000.01.01 was about 60055 euros. Assuming dues payments during the year 2000 by all Member Societies, including those which historically have not paid, the credit balance on 2000.12.31 will be about 71386 euros. The details of the budget were reviewed line by line. The budget was approved.

- **Consideration of preliminary budget for 2001**

A detailed preliminary budget could not be established in view of the changes in the secretariat that will take place at the end of the year after the retirement of the current Secretary General.

5. Report of the Nominating Committee.

T. Embleton gave the following report as Chair of the 2000 Nominating Committee.

The 2000 Nominating Committee presents a slate of Officers to serve on the I-INCE Board of Directors commencing 2001.01.01. Only nominations to fill positions becoming vacant on that date are presented. Past President Lang asked T. Embleton to serve as Chair of the 2000 Nominating Committee. I-INCE practice has been to have one member of the three-member nominating committee from each of the three I-INCE geographical regions. Professor M. Koyasu and Dr. J. Tourret represent Asia-Pacific and Europe, respectively.

Professor A. Cops is retiring as Secretary General on 2000.12.31, after many years of excellent service, and has asked to be replaced. After discussion with Past President Bill Lang and President Tor Kihlman, it was decided to split this office into that of a Secretary and a Treasurer. The committee nominates one candidate for each of these two offices, and both have agreed to serve if elected.

For a four-year term as Secretary, we nominate Professor Robert Bernhard who is already a member of the Board as Vice President for the Pan-American Region.

For a four-year term as Treasurer, we nominate Professor Gerrit Vermeir who has served for many years as the auditor of the I-INCE financial records.

For another one-year term as Distinguished Board Member, we renominate Dr. Per Bruel.

A motion was made to accept the nominations of the Nominating Committee. The motion was approved. The following suggestions were made and approved: to thank Gerrit Vermeir for his work as auditor in past years and to appoint Past President Lang to chair the 2001 Nominating Committee.

6. Consideration of Bylaws and I-INCE Governance.

The Bylaws now contain a new Article 20 which defines the liability of the Officers and of I-INCE. The Bylaws will be published in the next Program Summary which will appear in the 2001 March issue of NNI. Part 1 and Part 2 of the I-INCE Rules were approved by the General Assembly in Christchurch and were published in the 1999 March issue of NNI. Part 3 of the Rules was posted on the web and approved by the General Assembly in Fort Lauderdale. It will be published in the next Program Summary. Part 4 of the Rules is new; it describes the operation of the Congress Planning Committee which assists the Congress President in planning for the next I-N Congress. A draft of Part 4 was circulated to members of the Board by e-mail on 2000.07.26. This draft elicited a number of important comments. (Note: A meeting of the planning committee for I-N 2001 was held during the Nice congress on 2000.08.29; a number of useful observations were made during that meeting which will result in important changes to the draft of Part 4.) Past President Lang agreed to prepare a new draft based on the many comments received, and to circulate it to the Board as soon as possible. The planning function for future I-N

Congresses is extremely important, and it was noted that a planning group for I-N 2002 may also meet in Nice.

7. Geographical Region for I-N 2005.

The rotation pattern for congresses was reviewed:

1996 Europe, 1997 Europe, 1998 Asia-Pacific, 1999 North America, 2000 Europe, 2001 Europe, 2002 North America, 2003 Asia-Pacific, 2004 Europe. Due to the interest in the subject of noise in the region, the I-N Congress has been held in Europe during two successive years in 1996 and 1997, as well as in 2000 and 2001. If repeated again, this pattern would mean that the I-N Congress would be absent from Europe for two successive years. It would appear to be an improved rotation pattern if the I-N Congress were to be held in Europe every other year. When not in Europe, the I-N Congress would alternate between the Pan America and the Asia-Pacific regions. The Board made the **decision** that INTER-NOISE 2005 will be held in the Pan America region. Adopting the alternate year pattern, it is anticipated that the Congress will return to Europe in the year 2006. It was noted that the EAA had decided to hold EuroNoise in the year 2003 when INTER-NOISE 2003 will be in the Asia-Pacific region.

8. Report of the Vice President - Development.

The major changes for I-INCE during the past several years of transition are now over. The near future will probably be a time of operating under the new Bylaws, and introducing changes only when situations may require them.

In 1998, the Board approved new Bylaws. Principally, these formalized most actions of I-INCE, prescribing terms of appointment for the various officers, and transferring authority on several matters from the Board to the General Assembly. Thus, the General Assembly, and hence the Member Societies of I-INCE, acquired much greater powers. The General Assembly is now responsible for the various Technical Study Groups - an initiative that had been started in 1992 under the authority of the Board of Directors. There are now instructions for the organizing of INTER-NOISE Congresses.

The Board approved the concept of a Congress Selection Committee, and the CSC was appointed and held its first meeting in 1999 in Fort Lauderdale. This Committee follows an annual schedule, from informal proposals and a preliminary selection of two or three possible sites one year, through consideration of detailed proposals from these sites the following year, to a recommendation for a selected site that is brought to the Board for approval.

A new proposal that the Board will consider at this meeting is the setting up of a Congress Planning Committee. Its function will be to assist the organizers of the next and future Congresses. It was proposed that the Chairman should be the President of the next Congress, its members would include the members of the International Advisory Committee for the next Congress and those Board members who were the organizers of the past six Congresses. The agenda will be to pass on the successful details of Congresses, avoid any mistakes of the past and examine new and innovative ideas. (End of V.P. - Development report.)

In response to the report of the V.P. - Development, a dozen different comments were made by members of the Board, as follows:

1. I-N Congresses will continue to increase in size. Their value to the participant will be

inversely proportional to the number of participants.

2. There is need to increase interaction with decision makers - architects, planners, politicians, etc.
3. More poster sessions are needed.
4. The question was asked: why are we locked into a three-day format? The advisability of rejecting some papers was mentioned. The number of parallel sessions is increasing. Twenty-minute papers may become 15- or 10-minute papers, if the trend continues, or more poster sessions. The problem of crowding the program needs to be addressed in the Congress instructions. Would the use of rapporteurs help?
5. In Avignon twelve years ago, the concept of posters and rapporteurs was tried. Rapporteurs gave 30-minute summaries of a large number of posters, all of which were available for viewing in the same or a nearby area.
6. There is continuing need for a well and clearly-structured technical program, publicized well in advance.
7. Following the latest internet developments, it is important to be able to read papers on the web before arriving at the Congress.
8. At I-N 2002 in Dearborn, Michigan, the plans are for a 3-day meeting followed by a one-day symposium on Sound Quality.
9. How do we provide outreach to architects, planners and other groups that are indirectly involved with noise issues. One way is to invite them to a special one-day symposium on their particular interest. Posters could be used, including failures (anonymously) as well as successes.
10. In addition to the architects, the problem frequently involves developers whose only interest is in making money. We must reach planners and government authorities.
11. Other professions (law, economics, etc.) take the attitude that it is easier for us to learn some of their business than it is for them to learn the elements of our business (noise control engineering).
12. Posters must be left up for an entire Congress, not for just one session.

Note: The good ideas discussed involved: posters, rapporteurs, precis-posters, outreach to other professional groups, availability of papers ahead of time on the web, etc. The revision now being prepared to the Guidelines for Organizing an I-N Congress should incorporate as many as possible of these concepts. (Action: I-INCE Past President.)

9. Report of the Vice President - European Affairs.

An Ibero-American meeting will be held in Madrid next year. EuroNoise 2001 will be held in mid-January in Greece. The I-INCE Board had declined to co-sponsor this meeting. The 3rd EAA convention will be held in 2002 in Seville, Spain, in cooperation with the Acoustical Society of Japan. The location for EuroNoise 2003 is not yet known. In South Africa, affairs are

somewhat turbulent, and there are difficult situations. Relations with EAA have been rather weak in recent months. As far as INCE/Europe is concerned, efforts have been made to define the situation. A position paper was sent to EAA Chairman Houtsma in 2000 March. There is considerable sensitivity as far as the European societies are concerned, and time is needed to resolve the misconceptions. It is hoped that the INCE/Europe application can be brought forward next year. The Board was asked for more time to resolve problems and to postpone consideration of the application of INCE/Europe for Member Society status in I-INCE until later. The Board agreed to defer action on the application, pending further dialogue.

10. Report of the earlier Vice President - International Relations (Tor Kihlman).

The ICA Commission will meet next week here in Nice. The ICA Congress will be held next year in Rome, following the INTER-NOISE 2001 Congress in The Hague. The ICA Congress in 2004 will be held in Kyoto, Japan.

11. Report of the Vice President - Communications.

The NNI fiscal year was changed to coincide with the INCE/USA fiscal year. An internet supplement to NNI was established in 2000. This year has seen a dramatic increase in composition costs because rates charged by the IEEE have not been increased for several years. To reduce costs, issues now contain 48 pages. Advertising is going well. The NNI feature articles for 2000 are:

- World Health Organization articles in March and June,
- Japanese noise regulations in June,
- State-of-the-art in room noise criteria in September,
- Hong Kong railway noise control in December.

The cost of publishing NNI during the past twelve months was USD 96,588 with outside income (including the I-INCE contribution) of approximately USD 60K. The INCE/USA contribution of USD 36K makes up the deficit, so that the income for NNI equals the expenses.

The key issue facing NNI is to increase the circulation by greatly enlarging the number of individual subscribers. It is to the I-INCE Member Societies that we should look to promote individual sales. It was suggested that an Advisory Panel or Technical Initiative be established (action: Daigle and Lang). The General Assembly could be asked to provide possibly three individuals who could serve on the panel, and produce a report to the Board recommending ways in which this increase in circulation could be accomplished.

The I-N Guidelines (now I-N Instructions) stipulate that a fee from each Congress registrant be levied to pay for the publicity that NNI provides to the Congress. It is anticipated that USD 15 per registrant will be received from future INTER-Noise Congresses, of which USD 10 will be dedicated to NNI publicity and USD 5 to I-INCE operations.

12. Report of the Vice President - Technical Initiatives.

Four new technical initiatives were approved by the General Assembly in Fort Lauderdale last

December. Since then, the Member Societies have nominated members to serve on the four new Technical Study Groups (TSGs), and conveners for the TSGs have been proposed, as follows:

- Outdoor recreational noise: P. Dickinson, convener, 14 members,
- Noise labels for products: B. Berry, convener, 13 members,
- Noise policies and regulations: H. Tachibana, convener, W. Lang, co-convener, 14 members,
- Noise control for schoolrooms: Z. Karabiber, convener, 15 members.

All of the above actions and appointments should be approved by the General Assembly, which will be given a last chance to name any new members. (Note: These actions and appointments were approved by the General Assembly on August 27.)

In addition to the above TSGs, the former working party on Community Noise with J. Ollerhead as convener has been renamed a Technical Study Group and N. Porter has been proposed as co-convener. Revised terms of reference have been prepared. A revised draft of the final TSG report is scheduled to be received by the VP - Technical Initiatives on 2001 March 01. This action was **approved** by the Board.

Another new technical initiative was introduced at the Fort Lauderdale General Assembly on the topic, "Noise as a global policy issue." The balloting was strongly in favor of proceeding with this initiative, and it was pointed out that a special session on this topic was held during the Fort Lauderdale Congress. It was planned that a report would be drafted based on the papers presented in this session with the idea that this draft could be referred to the General Assembly, and a decision on the need for a new TSG could be made during the meeting in Nice. For several reasons, this draft could not be completed in time for the Nice meeting, and the organizers of the special session in Fort Lauderdale were of the opinion that it would be best to proceed with the formation of a new TSG on this subject. There was urgent need for this TSG as the EU administration believes that noise is a shared issue between local, national, and international authorities. (Note: On August 27, the General Assembly **approved** the formation of a new Technical Study Group on this topic with T. ten Wolde and W. Lang as co-conveners.)

The final road vehicle noise report had been scheduled for publication in the 2000 March issue of NNI. However, the convener was unable to complete the report because of a dissenting vote, and to the pressure of other work. The convener has now committed to have the work completed by the time of I-N 2001 in The Hague. The President was asked to speak with the convener and urge action by 2001 April which is the deadline for the copy of NNI to be distributed to the registrants of I-N 2001 in The Hague. The President is to suggest *either* producing a final report *or* using the draft as the final report and simultaneously publishing the dissenting opinion. In either case, the NNI deadline of 2001.04.15 is firm.

A motion to allow an individual expert to be co-opted by the convener to serve as a member of a TSG with the approval of the Vice President - Technical Initiatives was **approved**.

13. I-INCE Guidelines for the Organization of I-N Congresses.

(This subject was also discussed under other agenda items.) Under this item of the agenda, there

was an extended discussion. The following subjects were touched upon. The opinion was expressed that Board members should be asked to be co-chairs of technical sessions. There was a need to be careful who signs the letter of agreement on behalf of the host society. Board members should be invited to the Chairmen's dinner. The contribution from the host society to support the publicity received in NNI must be clearly specified. The policy of one registration fee per paper was reviewed. For two or more papers from the same author, it was suggested that a "publication charge" could be levied for additional papers over and above the one for which a registration fee is paid. Meeting rooms for Technical Study Groups must be made available without charge to the groups. The procedure whereby the President announces the venues and dates of future Congresses was discussed. It was agreed that a draft of new guidelines would be sent to Board members by e-mail by October 01, with definitive comments to be received by October 15. (Note: The revision was e-mailed on 2000 September 27 with comments due by 2000 October 03.)

14. Reports on the Congress series.

INTER-NOISE 2000. M. Vallet reported that 1,048 abstracts were received and the website had about 22,000 hits. In the final program, there were 578 lecture papers and 282 posters. Attendance was expected from 44 countries with 1,251 registered participants and 191 accompanying persons. The exhibition consisted of 75 booths from 52 companies. The paper Proceedings was in 6 volumes, and weighed about 6 kg. Unfortunately, the CD-ROMs of the Proceedings were not yet ready. The participants will receive a 400-page book of abstracts. M. Vallet reviewed the logistics of the congress, meeting rooms, functions, etc.

INTER-NOISE 2001. T. ten Wolde and R. Witte reported that overall progress was good with only a few difficulties. The hotels and meeting facilities were booked and work had started on the technical program. The theme for INTER-NOISE 2001 will be "Costs and Benefits of Noise Control." The satellite themes were now integrated into the main program. Many sessions will be related to noise policies, with the emphasis on Europe, but speakers will come from around the world. Special sessions will be related to the various I-INCE Technical Study Groups. Hotel rooms will be available adjoining and near the congress center, and also in Scheveningen (10 minute tram ride with trams leaving every 7 minutes). The Congress will start on Monday evening with technical sessions Tuesday through Thursday; some technical tours will be offered on Friday. There was a discussion of the pros and cons of limiting the number of parallel sessions. This topic was also discussed under agenda item 8 above. The organizers of I-N 2001 intend to attract interest from the legal and economic organizations that are located in the vicinity. The financial break-even point is 675 paid registrations. A budget was presented.

INTER-NOISE 2002. G. Maling noted that the First Announcement had been prepared. The venue is the Hyatt Regency Hotel in Dearborn, Michigan, USA. Four hundred sleeping rooms have been blocked. The budget was presented to the Board in Fort Lauderdale last December. The registration fee will be kept as low as possible, about USD 400. The exhibit hall will hold 110 booths, and it is expected that about 50 will be sold. A sound quality symposium, SQS-2002, will be held on the fourth day. One database for both the Congress and SQS-2002 will be maintained at Ohio State University. It is planned to have only a CD-ROM for the Proceedings; no print proceedings.

15. I-INCE Symposia. G. Maling requested that the Sound Quality Symposium (SQS-2002) to

be held on the day after INTER-NOISE 2002 ends be designated an I-INCE Symposium. The Board agreed.

16. Strategic Planning. No report.

Note: The following agenda items were deferred to the continuation of the Board meeting on Wednesday, 2000 August 30. R. Bernhard, J. Cuschieri and J. Tourret were absent on Wednesday with apologies. G. Vermeir joined the meeting.

17. Review of proposal(s) and decision on INTER-NOISE 2003 venue. The prioritized list received from the Congress Selection Committee for I-N 2003 was Korea, Australia, and Singapore. The President met with the Korean representative and emphasized that the I-N Guidelines must be followed. He discussed the required USD 15 per registrant to support NNI. He will confirm the details with the Koreans by e-mail, then consult the Board for comments. The location will be Chejudo Island, Korea, in 2003 August. The two Korean Member Societies are cooperating in organizing the congress. For I-N 94 in Japan, there was no formal agreement about sharing profits or losses between the two Japanese host societies. The President asked for provisional agreement to accept Korea for 2003 under the terms outlined above. The Board agreed.

18. Other business. The President recommended that M. Vallet be elected to the Board representing I-N 2000 with J. Lambert as his Designated Alternate. The Board elected M. Vallet as a Director for a six-year term beginning 2001.01.01. T. Embleton, as chair of the Nominating Committee, placed in nomination the name of H. Tachibana to be Vice President - International Relations and President Elect for a three-year term starting 2001.01.01. The Nominating Committee had considered three excellent candidates, and all members of the committee agreed on Professor Tachibana as the first choice. Professor Tachibana was informed, and agreed to serve. Professor Tachibana was elected. As seen by the Board, Professor Tachibana will be VP - International Relations and President-Elect. As seen by the General Assembly and in any published information, he will be listed for the next two years as VP - International Relations. The Nominating Committee stressed the importance of these positions remaining the prerogative of the Board and its Nominating Committee. There should be no opportunity for ambitious persons or Member Societies to "lobby" for positions on the Board of Directors. For I-N 2004, the CSC has selected the Czech Republic, Italy, and Spain to prepare detailed proposals to be presented at the next CSC meeting in The Hague. For I-N 2005, it was emphasized that the Board has selected Pan America for the region in which the Congress will be held, not the U.S.A. A competition of all Member Societies in Pan America was encouraged.

19. Next meeting.

The next annual meeting of the I-INCE Board will be held on Sunday, 2001 August 26 at 0900, in the Congress center, The Hague, The Netherlands.

20. The President adjourned the meeting at 18.30 on August 30.

Respectfully submitted,

Tor Kihlman, President

Documents circulated during the meeting:

- Attendance list with signatures
- Report of the Secretary General
- Member Society payments: 1990-2000
- I-INCE financial statement as of 1999.12.31
- I-INCE budget for 2000
- I-INCE preliminary budget for 2001
- Category assignments of I-INCE Member Societies
- Report of the 2000 Nominating Committee
- Report on development
- Budget for I-N 2001
- First announcement of I-N 2002
- Advance copy of Announcement & Call for Papers for I-N 2002