

**International Institute of Noise Control Engineering (I-INCE)**

**MINUTES OF THE 44th MEETING OF THE  
I-INCE BOARD OF DIRECTORS**

**Saturday, 2018 August 25; 13.00 – 18.30  
Northwest Room, Marriott Downtown, Chicago**

**Wednesday 2017 August 29, 18.50 – 20.10  
Los Angeles Room, Marriott Downtown, Chicago**

**Board Members Present:**

Marion Burgess	President (2017 - 2019)
Robert Bernhard	President-Elect (2017 - 2019)
Joachim Scheuren	Immediate Past President (2017 - 2019)
Paul Donovan	Secretary-General (2016 - 2019)
Douglas Manvell	Treasurer (2016 - 2019)
Dick Botteldooren	Vice President Europe Africa (2016 - 2018)
Yeon June Kang	Vice President Asia-Pacific (2018 - 2020)
Steve Hambric	Vice President Pan-America (2016 - 2018)
Otto von Estoff	INTER-NOISE 2016 (2017 - 2019)
Li Cheng	INTER-NOISE 2017 (2018 - 2020)
Davi Akkerman	Director at Large (2015 - 2018)
Kohei Yamamoto	Director at Large (2015 - 2019)
André Fiebig	Director at Large (2018 - 2020)
Luigi Maffei	Vice President, Development & Outreach (2016 - 2018)
Patricia Davies	Vice President, Technical Activities (2018 - 2020)
David Holger	Vice President, Rules and Governance (2016 - 2018)
Joe Cuschieri	Vice President, Communications and Webmaster (2018 - 2020)
Samir Gerges	Vice President, Membership (2016 - 2018)
Gilles Daigle	Distinguished Board Member (2018)

**Board Members Absent:**

Yang-Hann Kim	INTER-NOISE 2015 (2016 - 2018)
Raj Singh	Distinguished Board Member (2018)

1. **Opening.** President Marion Burgess opened the 44th meeting of the I-INCE Board of Directors at 13.00 on 2018 August 25. The President acknowledged four new members of the board Yeon June Kang Vice President Asia-Pacific, Li Cheng INTER-NOISE 2017, André Fiebig Director at Large Europe Africa, and Patricia Davies Vice President Technical Activities. It was noted that Raj Singh had urgent family medical matters that precluded his attendance.
2. **Approval of the Agenda.** Marion reviewed the *agenda* and it was approved.

3. **Approval of the Consent Agenda.** Marion reviewed the consent agenda it was approved.

4. **Report of the Secretary-General on the affairs of I-INCE (Donavan)**

The Secretary-General Paul Donovan called for any revisions to the minutes of the 2017 Board meeting. Receiving none, the minutes were accepted as presented.

Paul discussed the *Action Items* from the 43<sup>rd</sup> Board of Directors. Regarding the situation with the request for observer membership from the Acoustical Society of Tunisia, Samir Gerges, Vice President Membership, reported that he had not yet received a copy of the Society Bylaws in English and that attempts to contact the Society had also failed. Samir will continue to establish contact with the Society. Davi Akkerman, Director at Large submitted a review of the status of Sustaining Members. Marion Burgess and Steve Hambric, Vice President Pan-America, have updated the Congress Guidance document regarding the Congress Banquet. The action on using the INTER-NOISE 2016 website as basis of a common template is discussed later in the agenda. The Congress Participant Data Base has not been assembled and issues regarding this were discussed later in the meeting. The other items were complete and were discussed later when appropriate.

With respect to membership, the Secretary General noted that the Institutional Member KU Leven has not paid their membership dues in the past three years. It was agreed that KU Leven will be removed as an Institutional Member and be removed from the rolling banner on the website. Paul also noted that the Slovak Acoustical Society has not paid their dues in the past five years and action to assist this Member Society retain membership is discussed in the Treasurer's Report. He also reported that the Israeli Acoustical Association is now a full Member Society of I-INCE.

5. **Report of the Treasurer on financial matters of I-INCE (Manvell)**

The Treasurer Doug Manvell reviewed some points from his submitted *Treasurer's Report*. The audited income and expenses for 2017 showed that expenses exceeded income by 6,287.84€ compared the budgeted loss of 2,820€ due to the written-off loss from outstanding dues. This loss was reflected in an equivalent reduction of I-INCE assets. Doug reviewed the status of the 2018 budget and noted that I-INCE has received 95% of the membership dues for 2018 which is significantly more than previous years. The income currently exceeds the expenses as most of the budgeted expenses have not yet occurred. It is expected that most will occur by the end 2018 except that the expense for NNI will be about 5,000€ However, it is also expected that all membership income will be not received.

Doug then the reviewed the preliminary budget for 2019 presented for discussion prior to agreement at the Wed evening meeting. He noted that if all proposals in the budget were accepted the expenses will exceed income by more 30,000€ If this materializes, it would result in a 30% reduction of I-INCE assets. Doug noted that his target is to have no more than a 5% reduction of equity and that the total equity has been agreed to be targeted at 3 times the I-INCE annual income. In reviewing the 2019 proposed budget, Joe Cuschieri, VP Communications and Webmaster, noted that the cost for Conference Data Base will fluctuate somewhat yearly based on how many INTER-NOISE papers are needed to be uploaded to it.

The cost of keeping the Data Base updated annually is shared 50/50 between I-INCE and INCE/USA and from 2018 there have been no charges to the member societies for access.

Doug noted that three Member Societies have not paid their 2018 dues and according to the I-INCE rules these societies are not allowed to vote at the General Assembly meeting on August 26<sup>th</sup>. If these societies are present at the GA meeting, Doug asked the Regional VPs to assist in privately notifying their representatives that they cannot vote. One of these Member Societies is the Slovak Acoustical Society that has been delinquent in dues payments for five years as noted in the Secretary General report. Marion Burgess noted that Slovak Acoustical Society has had functional problems in the past but are now rebuilding their organization. Marion asked the Board to approve waiving the past dues with the agreement that they will pay their 2019 dues and be -resume full member entitlements at that time. Writing-off the debts from the Slovak Acoustical Society amounts to 1,400€ however it is highly unlikely that this would be repaid anyway if their membership were terminated. It was agreed to accept this recommendation. For KU Leven, their institutional membership will be dropped with a write-off of 270€ against the 2018 budget.

Doug requested that Gijsan van Blokland be approved as the auditor of the 2018 of I-INCE finances. This was unanimously approved with thanks for his efforts.

On Wednesday night, Doug reported on the agreed upon *2019 I-INCE Budget*. This budget shows expenses exceeding income by 10,830€ instead of 30,085€ as shown in the initial budget. Items that decreased in scientific support included the support for NNI which dropped from 15,000€ to 6,000€ due to lower NNI expenses and projected increased advertising, the TSG budget which was set to 0€, the support to young participants being increased by 500€ instead the initially propose total amount of 15,750€, and the Future Congress Planning cost being decreased to 2,000€ from 3,375€. The INTER-NOISE website domain cost was initially 10,000€, however, this was reduced to a total website cost of 2,670€ which included the initial development of an INTER-NOISE Congress website template, securing a single domain for INTER-NOISE hosting multiple congresses, and a ten-year commitment for a website hosting fee. Added to the budget was a 2,500€ line item to repeat the “Practice School” for a second year as trial period. Functional costs were also reduced by 1,300€.

At the Wednesday meeting Bob Bernhard reported that he had produced rough breakdown of recurring costs and expected income for the Board’s future consideration. The income from dues and INTER-NOISE was projected at 35,000 to 40,000€ including the increased per capita Congress payment to I-INCE. Expenses from I-INCE established technical programs, the Conference Data Base, NNI, and functional support is about 46,000 to 50,000€ leaving about a 10,000€ drain on assets per year. After some Board discussion, it was decided that this issue should be addressed by a smaller committee consider methods of increasing income and decreasing costs. The Executive Committee and Joe Cuschieri were assigned to this task as agreed by the Board. The Board then approved the 2019 budget as presented by the I-INCE Treasurer.

## **6. Report on INTER-NOISE 2018**

Charles Mortiz, Co-President of INTER-NOISE 2018, provided an update on the [Chicago Congress](#). As of the previous week, they had 952 total registrants with 194 being students. They have 77 paid exhibitors and 81 total. There were 37 accompanying persons registered. Charles noted that unexpected number of people registered after early registration deadline. They received 861 abstracts which resulted in 686 papers. On Wednesday evening, Charlie reported that they had another 100 registrations on-site. He attributed this to having a number of companies close by to Chicago and people making last minute decisions to attend. He said they had about 300 people attend the banquet with about 100 registering the day of the banquet. He also there were about 15 cancelled papers, mostly from China, which he concluded might be due to visa issues. There were also no-shows for the presentations estimated to be about 40. He said the full breakfast for the 37 registered accompanying persons was well received and appreciated compared to recent congresses. His very preliminary estimate was that the congress income exceeded expenses by about 50,000USD.

Prior to the appointment of the Congress Evaluation Committee, Marion re-emphasized that the report is intended to be brief and focused more on firm recommendations and statistics than editorial discussion of the congress strengths and weaknesses. Following tradition, Li Cheng, Co-President of INTER-NOISE 2017 was proposed and accepted as the Chair of the Committee. Steve Hambric was confirmed as a member due to his involvement with the Congress Guidelines. Bob Bernhard was confirmed as the third member due to involvement in the 2017 evaluation committee.

## **7. Report of the Congress Selection Committee (Bernhard)**

Bob reported that there was one formal proposal for INTER-NOISE 2021 for Washington D.C. to be co-organized by INCE/USA and other USA Member Societies along with ProAcustica and SOBRAC. This would also be a celebration of the 50<sup>th</sup> INTER-NOISE Congress with the first Congress also held in Washington D.C. at a hotel directly across the street of the proposed 2021 venue. It is about three miles from the downtown and mall area which includes the national monuments and museums. The negotiated room rate at the congress hotel is 199USD. The Congress is proposed for 1-4 August 2021. The CSC recommended that this proposal for INTER-NOISE 2021 accepted by the Board and there was no dissent.

For INTER-NOISE 2022, there were three informal proposals from the Europe-Africa Region. The recommendation was to invite two of the Member Societies to make formal proposals in 2019. The first was proposed by the new I-INCE Member Society, the Israeli Acoustical Association, for Jerusalem. The CSC recommended that this proposal not be considered further for several reasons. The primary concerns were the newness and size of the Association and that the proposed primary organizers were not fulltime residents of Israel. Other concerns included security, difficulty in acquiring visas for some countries, and generally high travel costs. This recommendation was accepted by the Board. The second proposal was made by the Committee of Acoustics of the Polish Academy of Sciences for the congress to be held in Kraków, Poland. The proposed dates were 28-31 August with the congress to be held in the downtown conference center. The CSC recommended inviting them back for a formal proposal in 2019. The third proposal was made by the Institute of Acoustics from the United Kingdom for INTER-NOISE 2022 to be held in Glasgow,

Scotland. The Congress would be held in conference center close to downtown. This venue had also been proposed for INTER-NOISE 2019 and there were concerns at that time about the size of the venue relative to the expected participation for a congress. The CSC recommended that the Institute of Acoustics be invited back for a formal proposal in 2019 with the more information about how larger numbers of participants could be accommodated. The Board agreed with the recommendations of CSC for inviting both Member Societies to present formal proposals in 2019.

Steve Hambric reported that the latest revisions to the *Congress Guidance* document had been circulated by email to the Board and essentially, approved. He mentioned two items of concern for future INTER-NOISE organizers. The first was internet domain piracy and the second was dealing with the new European Union privacy requirements. The EU requirements do not allow distribution of email addresses without the explicit permission of the people on the list. Marion pointed out that this potentially effects I-INCE through the use of member society data base and the historic conference attendee data base that are used to communicate information on the INTER-NOISE congresses. She requested that the VP Europe-Africa and Director at Large from the Europe-Africa Region look into this regulation and provide guidance on the statement that should be included on all registration forms into the future to allow for use of the participant data base. Steve noted that one change in the Congress Guidance was that congress banquets are no longer required and could be replaced with a social. Other changes included basic requirements for the congress program book and an appendix on basic requirements for website.

Steve continued with the report on the I-INCE *Conference Management Subcommittee* activities. A congress website template has not been developed at this point and it is estimated that developing it professionally would likely cost 5,000 to 10,000€ There would be some amount of recurring cost to refresh the template periodically. For data management behind the website, the committee recommends that I-INCE encourages future organizers to use Conftool, software that now includes participant registration and accounting. Steve recommended that I-INCE pay for the license fee of 1,000USD for the next few congresses in order to evaluate its utility. The Committee is also recommending a common smartphone app. At the end of this report, there was agreement that I-INCE should pay to have a secured web domain for future Congresses and a common webpage template. Otto von Estorff volunteered to contact DEGA once again about the use of INTER-NOISE 2016 website as a template. It was agreed that Conftool be recommended, but not funded by I-INCE for future congresses.

## **8. Decision on Geographical Region for INTER-NOISE 2022 (Bernhard)**

Bob stated that the normal rotation informal proposals would be invited from the Asia-Pacific Region INTER-NOISE 2023. There were no objections.

## **9. Reports on the INTER-NOISE Congress Series**

INTER-NOISE 2019. Antonio Pérez-López, the President of INTER-NOISE 2019 reviewed on the plans for the Congress to be held in *Madrid 16-19 June*. There were some questions regarding the hotels and it was confirmed that both Pullman and Novotel hotels were in

walking distance to the conference center. During his presentation, Antonio pointed out that the room rates for the Novotel and Pullman hotel would be about double what is shown in the presentation on the Thurs and Fri due to a large meeting in the week prior to INTER\_NOISE. Antonio said that the PCO could pre-purchase rooms needed by the Board members for Thursday and Friday nights if people need and commit to rooms for those nights. He will send more information after the Chicago Congress. Bob Bernhard advised the Board that the anticipated expenses of the Congress have increased and as a result, Antonio was proposing that the registration fee be increased by 50€ based on discussions with some members of the Executive Committee. He is also concerned that attendance will be lower than the 1,000 due to other European noise conferences during 2019. He stated that his 75% participation budget did not break even.

INTER-NOISE 2020. A representative from INTER-NOISE 2020 did not appear, however, a PowerPoint presentation on the [2020 Congress](#) is available. Marion reported on their plans based on an earlier presentation. The Congress will be held in Seoul from 23 to 26 August. It will be in a large convention center where all activities will be one floor and they have 20 meeting rooms available. It was agreed that Marion and Bob would have meetings with the organizers to discuss further the proposal and in particular the program structure

INTER-NOISE 2017 – The written report of the [2017 Congress Evaluation Committee](#) was accepted as a consent agenda item.

#### **10. Report of the Nominating Committee (Scheuren)**

Joachim Scheuren, Chair of the [Nominating Committee](#), reported on proposed changes to the officers and director positions. There were two new people nominated to Board positions, Catherine Lavandier as VP Europe-Africa and Charlie Moritz as Director, INTER-NOISE 2018. Luigi Maffei was nominated for a second term as VP Development and Outreach. Davi Akkerman was nominated as the new VP Pan America, Steve Hambric as the new VP Rules and Governance, and Dave Holger as Distinguished Board Member with the primary task to assist with the transition of the new VP Rules and Governance. Joachim also pointed out that a new Director-at-Large will be elected by the General Assembly at that meeting. Joachim further reported that the position of VP Membership had also been eliminated in the newly redeveloped Duties and Responsibilities of I-INCE Officers and Directors (see item 11). The responsibilities of the VP Membership have been assigned to the Regional VPs, and the Regional Directors-at-Large, with assistance from the Secretary General and President. As a result, no one was nominated for this position. Samir Gerges, the 2018 VP Membership, has served on the Board for 13 years since his first board position as the President of INTER-NOISE 2005 in Rio. Marion thanked Samir for his service. The report of the Nominating Committee was accepted by the Board as written.

It was proposed and accepted that the 2019 Nominating Committee would have the same membership as the 2018 Committee: the President, Past-President, President-Elect, and Secretary General.

#### **11. Report of the I-INCE Vice President - Rules and Governance (Holger)**



Dave Holger reported that the work updating I-INCE Bylaws and Rules was completed and that there nothing new to report in that regard. In the past year, attention has been given to some of the I-INCE Board policies and procedures. The *duties and responsibilities* of the I-INCE Officers and Directors were redeveloped completely and have been reviewed by the Board members via email prior to the meeting. Dave reported that item 2.3a of the Duties and Responsibilities needs to be changed eliminate the reference to Noise/News International to be consistent with the revised Rules. The Duties and Responsibilities were approved by the Board with this revision. It was also agreed that they will be posted on the Board of Directors portion of the I-INCE website.

Marion pointed that there still is a lack of clarity of who is responsible for specific actions and who is doing the follow-up. She suggested that this may again be assigned to the VP Rules and Governance. It was also suggested that a standard template for the reports of the Regional VPs be developed and added as part of the Duties and Responsibilities.

## **12. Report of I-INCE Vice President - Technical Activities (Davies)**

Patricia Davies acknowledged and appreciated the assistance provided by Raj Singh in the transition of the VP Technical Activities. She then reviewed the status of activities and issues presented in the *Technical Activities Report*. In regard to the numbers of papers at INTER-NOISE Congresses, Patricia noted that the both the 2017 and 2018 Congresses had lower numbers of papers than what the upward trend line of recent years would project. In regard to the Future Congress Technical Planners (FCTP) Meeting, she noted that the turn out to these meetings may be low due to conflicts with Congress technical sessions and discussed some alternatives including a lunch time meeting. In regard to the 2019 Young Professionals Workshop, she suggested that the 1000€ allocated should be increased to 2000€ in order to not burden the Congress organization and that the grants should be increased by 30€ to keep up with inflation. In regard to SEA Iberian Student Grants, Patricia reported the number should actually be 10 rather than 5. Fifty people expressed intent to participate in the Young Professional Practice School and Patricia recommended that it be funded for 2019 also.

There was one application for the I-INCE Symposium and it was from the Acoustical Society of Belgium. She recommended to not fund this proposal due to its remote location (Antwerp) relative to INTER-NOISE 2019 in Madrid, its timing being very close to that of the Congress, and lack of details of symposium. This recommendation was supported by the Board. It was noted that Taha Sen can continue as Young Professional Coordinator at the discretion of the VP Technical Activities and that his service is much appreciated by I-INCE. At the end of her report, Patricia had a summary of her recommended items for Board consideration. It was recommended and approved that 500€ funding for Technical Working Groups be drop from the future budget. Since there was no Symposium for 2019, it was agreed to fund a second trial of the Case Study School (YP Practice School) for 2019 at a cost of 2,500€ without committing to funding in 2020 at this time. It was also decided that free registration for speakers at the Case Study School not be required of the Congress organizers at this time. In regard to the FCTP meeting, it was agreed to have this as a lunch meeting with a trial funding for 2019 of the requested 2000€. It was agreed to increase the

YP grant for 2020, however, the amount was not decided. For 2019, the budget for the YP program (grants, workshop, and social) was increased by 500€ for total amount of 13,500€

### **13. Report of the I-INCE Vice President –Communications and Webmaster (Cuschieri)**

Joe Cuschieri, VP Communications and Webmaster, first reported on the status of NNI as provided in in *Communications and Webmaster Report*. Joe noted that there is currently very little advertising in NNI with only four companies advertising now. Joe, Eoin King (NNI Managing Editor), and the INCE/USA Business Office will be soliciting advertisers from those companies participating in the 2018 Congress Exposition. Joe also requested support from international colleagues in searching for international advertisers. He then reviewed the NNI budgets for 2017 to 2019 as provided in his report and noted that the expenses will be lower for 2018 and 2019. Concern was expressed about NNI distribution which is through the Member Societies. Joe and Doug will continue to work on getting member societies to distribute NNI to their individual members. It was suggested that increasing the number of NNI followers on social media would also help in circulation and attract more advertisers. Joe said that there are some approaches to increasing followers that they will explore.

Joe is concerned that the Member Society information on the I-INCE website is not up-to-date and he requested assistance from the Regional VPs, the Treasurer, and the Secretary General to check and verify the information for the Member Societies that is on currently on the website. Marion commented that keeping any membership listing up to date was a challenge and there would be some benefit in a simpler layout on the webpage.

### **14. Report of I-INCE Vice President – Development & Outreach (Maffei)**

In his report, the *VP Development & Outreach*, Luigi Maffei, further addressed the issue of increasing the number of NNI followers on social media. In his oral discussion, he reported that the subcommittee charged with developing a position paper on the INTER-NOISE Congress regional rotation is still collecting data on the six congresses from 2013 through 2018. Presentation of this paper will be delayed until 2019. Luigi also discussed increasing the communication between I-INCE, Member Societies, and individuals. It was pointed out that nature of I-INCE is such that communication to individuals needs to come through the Member Societies. It was suggested more communication with the Member Societies could promote more communication with individuals.

### **15. Report of I-INCE Vice President - Membership (Gerges)**

Samir Gerges, VP Membership, reported that the Acoustical Society of Tunisia has yet to provide a copy of their bylaws in English to support their application of membership and he would follow up with them.

Davi Akkerman, Director-at-Large, had submitted a report to I-INCE Board on *Sustaining Membership* co-authored by Marion. Davi reviewed several options for benefits for Sustaining Members as included in the report as well as including a small reduction in the fee for exhibitors in the Exposition. The report also proposed a Sustaining Membership form that would provide information to I-INCE and formalize the process becoming a Sustaining Member. It was also discussed about the possibility giving Sustaining Members access to the conference data base. Also, it was suggested that prospectus on the benefits of being a



Sustaining Member be developed. It was suggested that a reduction in exhibition fees for Sustaining Members could be considered, however it may be difficult to implement in different countries. It was decided that the Executive Committee would work with Davi to follow-up on these items with the goal of having something prepared for distribution at INTER-NOISE 2019.

#### **16. Report of I-INCE Vice President – Europe-Africa (Bottledooren)**

Dick Bottledooren, VP Europe-Africa, reviewed his report on activities in the [\*Europe-Africa Region\*](#).

Dick and Andre Fiebig explained their review of the situation regarding the fees for smaller Member Societies of the Europe-Africa in paying their I-INCE dues as well as EAA and maybe ICA fees. It was noted that the I-INCE fees were generally less than the current EAA fees. However, changes were expected in the EAA fee structure which would reduce the financial burden for smaller members and that no action recommended for I-INCE at this time. It was also noted that the investigation found there are 5 or 6 noise control related societies in Europe that are not members of I-INCE. It was left to the new VP Europe-Africa and others from the region to pursue these societies for membership in I-INCE.

#### **17. Report of I-INCE Vice President – Pan America (Hambric)**

Steve Hambric, VP Pan America, submitted his [\*Report on the Pan America Region\*](#) in the Consent Agenda and had no further comments to add.

#### **18. Report of I-INCE Vice President – Asia-Pacific (Kang)**

Yeon June Kang, VP Asia-Pacific, submitted his [\*Report on the Asia-Pacific Region\*](#) in the Consent Agenda and had no further comments to add.

#### **19. Other Business**

##### **Report on the history of I-INCE project (Scheuren/Bernhard)**

Bob Bernhard and Joachim were able to get all of the Board minutes posted on the Board internal webpage of I-INCE website. Gilles Daigle pulled together the list of all I-INCE Officers and Directors and that is also on the website. Bob plans to publish paper he prepared for the Bill Lange Memorial Session at INTER-NOISE 2018 that documents the early history of I-INCE and intends that it be published in NNI and possibly post it on the website. Bob discussed using Rich Peppin's interview with Bill Lang with some additional interviews that could be assembled and linked to the I-INCE website. It was agreed the Bob will pursue this further Rich and possibly add some existing material.

##### **Travel Support**

Marion reported that there was one request for travel support and this was within the limits of the budget and in agreement of the rules. However, it was not known whether there were any actual expenses incurred in relation to this application.

##### **Acknowledgement of Directors and Officers**

Marion thanked Gilles Daigle for his long-term contributions to I-INCE and its governance. She also thanked Samir Gerges who has served on the Board since 2005 and has especially contributed to engaging South America in I-INCE. She also acknowledged Yang-Hann Kim as the retiring Director for INTER-NOISE 2015 in his absence.

**20. Close of the Meeting**

The Wednesday meeting was adjourned 20:10.

Respectfully submitted,

Paul Donovan  
I-INCE Secretary General