

MINUTES of the 2020 I-INCE Board of Directors Meeting with Agenda

Part 1: 22 August 2020; 21:00 – 23:00 (Seoul), 14:00 – 16:00 (Rome), 08:00-10:00 (New York)

Part 2: 27 August 2020; 21:00 – 23:00 (Seoul), 14:00 – 16:00 (Rome), 08:00-10:00 (New York)

Location: Via Zoom video conference

1. Call to order and opening remarks from the President. (Bernhard)
8:01 EDT
2. Approval of the Agenda.
 - Comments and corrections to be forwarded to the Secretary General one week prior to the meeting
 - [The Agenda of the 46th I-INCE Board was revised and approved.](#)
3. Approval of the consent agenda (these items will be distributed at least one week prior to the meeting and will be approved without discussion unless there is objection):
 - *approval of the minutes of the 45th Board meeting**
 - *review of action items from the 45th Board meeting**
 - *approval of the audited account for fiscal year 2019**
 - *report of the 2019 Congress Evaluation Committee**
 - *report of the I-INCE VP – Development & Outreach**
 - *report of the I-INCE VP – Europe-Africa **
 - *report of the I-INCE VP – Pan America **
 - *report of the I-INCE VP – Asia-Pacific **
 - *report of the I-INCE VP – Communications and Webmaster **
 - [The Report of Asia-Pacific was moved off consent agenda](#)
 - [The consent agenda was approved.](#)
4. Report of the Secretary-General on the affairs of I-INCE. (Donavan)
 - minutes of the 2019 meeting
 - [The 45th I-INCE Board Minutes were approved.](#)
 - status of Action Items from the 2019 meeting (reply complete, in progress, or remove)
 - Membership applications
 - Membership changes
 - other matters relating to the I-INCE Secretariat.
 - [See the Report of the Secretary General](#)
 - [It was agreed to recommend to the General Assembly the change of SOBRAC to small member society be approved](#)
 - [Issues submitting reports for the Board meetings was discussed and Joe Cuschieri and the Secretary General will work to improve the process.](#)
 - [The report of the Secretary of General was accepted.](#)
5. Report of the Treasurer on the financial matters of I-INCE. (Manvell)
 - approval of the audited account for fiscal year 2019 *
 - review of the budget for 2020
 - consideration of preliminary budget for 2021
 - appointment of auditor for 2020
 - other items
 - [See updated Report of the Treasurer.](#)
 - [Doug also provided the 2019 I-INCE Budget](#)

- *2019 Audited Financial Report* was presented and approved as included in the report
- The support to the Young Participants was discussed and noted it is considered as an “award” not strictly a travel grant and any funds remaining after IN2020 will be “banked” for attendance at IN2021 and /or IN2022
- 2021 budget proposal was based on a normal, in person IN2021
- Yellow highlights in 2021 budget are changes since the 2019 BoD
- Board approved for dues to stay the same for 2021 and that the draft budget would be shown at the GA
- Norm Broner was nominated as the Auditor for 2020 and approved. The auditor for 2021 will be appointed at the 2021 Board meeting.
- For the 2020 audited accounts, the board decided to change the format to include an independent auditor’s statement including risk assessment and comments on the audit
- Doug Manvell noted that there is an active financial strategy committee chaired by C. Mortiz
- The report was approved

6. Report on INTER-NOISE 2020 (Wang)

- Yeon June Kang presented an initial review of INTER-NOISE 2020. He said it was a good decision go to an e-congress only. Instead of losing \$80,000, they should have a small surplus. Sponsors were the biggest factor in the surplus.
- Yeon June presented the *INTER-NOISE 2020 update* after the Congress was complete.
- Yeon June noted that they had to develop new website when going to an e-Congress at additional cost
- Joe Cuschieri suggested hosting the presentations on the I-INCE website for a longer period of time since they were only available for several weeks after the Congress. Issue of copyright was discussed regarding making the presentations available on the website. Joe, Bob and Yeon June agreed to work on wording for copyright right release for the authors

7. Report of the Congress Selection Committee (Maffei)

- recommendation for INTER-NOISE 2023 and decision of the Board of Directors.
 - One proposal only was received from Japan hosted by INCE/Japan and the Acoustical Society of Japan in Chiba on 2023 August 20 - 23. The CSC recommended and the Board approved the proposal. The President and SG will negotiate the contract with the organizers.
- recommendation for invitations for proposals for INTER-NOISE 2024 and decision
 - Proposals for INTER-NOISE 2024 were received from Poland, Italy, and France. The CSC recommended to invite all three to submit formal proposals in 2021. Poland and France had late August as the preferred timing while Italy was for June.

8. Decision on geographical region for INTER-NOISE 2025. (Maffei)

- Luigi recommended and the Board approved that the geographic location for 2025 would be Pan America.

9. Reports on the INTER-NOISE Congress series:

- Report by a representative of INTER-NOISE 2021 (Washington DC)
 - The report on *INTER-NOISE 2021* was presented by Raj Singh, Congress Chair.
- Report by a representative of INTER-NOISE 2022 (Glasgow)
 - The report on *INTER-NOISE 2022* was presented by Barry Gibbs, Congress Chair.

- Barry was invited and accepted the invitation to attend the Board meeting in November to discuss hybrid Congresses and status of IN 2022.
 - Report of the 2019 Congress Evaluation Committee (Moritz)
 - The *2019 Congress Evaluation Committee Report* was presented by the chair of the Committee, Charles Mortiz.
 - The 2020 Congress Evaluation Committee is:
 - Antonio Perez-Lopez (chair)
 - Charlie Mortiz
 - Li Cheng
 - Stuart Bolton
 - Joe Cuschieri
- The Committee agreed to have the report ready by the end of October to provide information to the IN 2021 organizers.

10. Report of the Nominating Committee. (Burgess)

- nominations to fill expiring terms of Officers and Directors
 - The *Nominating Committee Report* for the 2021 officers and directors was presented by the Committee Chair, Marion Burgess. The slate of Officers and Directors was elected by the Board.
- appointment of the Nominating Committee members for 2021
 - Bob Bernhard, Marion Burgess, and Luigi Maffei were appointed to the committee chaired by Marion.

11. Report of the I-INCE Vice President - Rules and Governance (Hambric)

- 2020 version of the congress guidance document
 - The report on *Congress Guidelines* was reviewed by Steve Hambric and new requirements and one recommendation were approved by the Board.
- Update on generic INTER-NOISE website template
 - A report on the *INTER-NOISE Website Template* was reviewed by Steve. INTER-NOISE 2021 is using the template, IN2022 is considering using it.
- White paper on potentially lengthening INTER-NOISE congresses
 - The White Paper on *INTER-NOISE Congress Duration* was acknowledged but discussion was postponed due uncertainty of future Congresses. The report was accepted.
- Legal matters (Scheuren)
 - The report on *Legal Issues* was presented by Joachim Scheuren and was approved. An update will be provided at the next Board meeting.
- other topics
 - Steve reviewed a *Proposed Addendum to Internoise Congress Guidelines* recommending allowing posting of their INTER-NOISE Congress paper(s) in the relevant research repository of universities or research organizations that supported their research. There was considerable discussion on this recommendation. It was questioned why this is limited to university or research organizations and not allowed for other organizations. It was also noted that the posting should be required to be of the actual paper indicating the Congress and not a “cleaned” version. There has also been situations where getting the permission of the Congress organizers (who hold the copyright) as they do not necessarily maintain a point of contact. There was no resolution of this item and Steve was assigned to report back on the issues discussed by the Board.

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

- The report on *Technical Activities* was presented by Patricia Davies.

- future congress technical planner's meetings
 - The budget for the 2021 Future Congress Technical Planning was approved.
- workshop for young professionals
 - The budget for the YP program was approved as a proposed 2022 budget based on the 2021 approved budget for this item.
- I-INCE Symposia- report on guidelines, accounting, and technical documentation
 - The budget for the *2022 I-INCE Symposia* program was approved as a proposed 2022 budget with the final budget approval to be done in 2021.
- other topics
 - Patricia reviewed the plans for the *Seoul 2020 Practice School*
 - The budget for the 2021 Practice School was approved
 - The budget for the 2022 Practice School was approved as a proposed 2022 budget based on the 2021 approved budget for this item (attached)
 - The budget for the 2021 FCTP meetings was approved (without commitment for 2022)
 - The report of the VP Technical Activities was approved with the caveats on the budget outlined above.

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

- status report on NNI, including managing editor, advertisement, and finances
 - The *Communications and Webmaster Report* was presented by Joe Cuschieri. The items listed below were discussed in the Report and the report was accepted.
- Status of publication and budget of NNI
- other publications relevant to I-INCE
- web listing of Member Societies
- other topics

14. Report of I-INCE Vice President – Development & Outreach. (van Blokland)

- *report of the I-INCE VP – Development & Outreach**
 - Report of the *VP Development and Outreach* was presented by Gijsan van Blokland and approved.
 - Gijsan agreed to develop an I-INCE mission statement along the lines of Bob's presentation at the IN2020 opening
 - Gijsan agreed to work with the Editor of NNI (Eion King) on incorporating new content types
 - Gijsan will propose more clear information to be added to the website on the process of Congress selection process, and suggest other types of information to be added
- report on Development & Outreach issues from 2019 (Maffei)
 - The Report on *Development & Outreach Issues from 2019* was reviewed by Luigi Maffei and passed on to Gijsan for future actions
- report on Sustaining Members (Akkerman)
 - Davi Akkerman presented his *Report on Sustaining Members*
 - Davi will prioritize the ideas in the report and present them at the November 2020 Board meeting
- Future Congresses (Bernhard)
 - A committee was formed to consider the format of future Congress including
 - What will be the format of future hybrid Congresses: what will the online component look like, what will the Exhibition look like, and what fee structure would be appropriate.
 - Committee to be:
 - Luigi Maffei (chair)
 - Steve Hambric

- Gijsjan van Blokland
 - Catherine Lavandier
 - Li Cheng
 - Yeon June Kang
 - Workplan due at 2nd Board Meeting
 - Luigi presented an initial report of the *Future Congresses Committee* the second BoD meeting
15. Report of I-INCE Vice President – European-Africa. (Lavandier)
- *report of the I-INCE VP – Europe-Africa* *
 - email and personal data usage wording
 - The *VP Europe-Africa Report* from Catherine Lavandier was reviewed. The language proposed by Catherine regarding protection of personal data. Steve Hambric is to include the language in the Guidance and on the website
 - No other issues related to the Europe-Africa region were reported
16. Report of I-INCE Vice President – Pan America. (Akkerman)
- *report of the I-INCE VP – Pan America* *
 - The *VP Pan America Report* was presented as prepared by Davi Akkerman
 - No other issues related to the Pan America region were reported.
17. Report of I-INCE Vice President – Asia-Pacific (Kang)
- *report of the I-INCE VP – Asia-Pacific* *
 - The *VP Asia-Pacific Report* was presented as prepared by Yeon June Kang
 - No other issues related to the Asia-Pacific region were reported.
18. Approval of the 2021 I-INCE Budget (Manvell)
- The 2021 budget was approved as provided in the updated *Report of the Treasurer*.
19. Other business.
- status of the I-INCE history project (Scheuren/Bernhard)
 - Progress to be reported in 2021 with the inclusion the material from the IN2021 from the 50th anniversary celebration
 - travel support
 - None requested
 - comments by the Directors-at-Large
 - Stuart Bolton, André Fiebig, John Davy
 - agenda items of fall meeting
 - Future Congresses Committee update (Luigi)
 - IN2021 Update (Raj Singh)
 - Sustaining member follow-up (Davi)
 - Posting INTER-NOISE papers on university and research websites (Steve)
 - History project (Bob and Joachim)
 - Legal matter update (Joachim)
 - Draft of I-INCE mission statement (Gijsan)
 - Congress Evaluation Committee (Antonio)
20. Close of the meeting.

(*) consent agenda item