

MINUTES OF THE 2018 ANNUAL MEETING OF INCE-USA

Inter-Continental Chicago Magnificent Mile

Sunday, January 28, 2018

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1 Opening remarks and introduction (Kolano)

President Kolano brought the meeting to order at 8:00 AM CT.

1.1 Attendance

Attendee Name	Position
Rick Kolano	President
Andrew Barnard	Director
Paul Burge	Director
Tyler Dare	Director
Corinne Darvennes	Director
Hether Fedullo	Director
Dana Lodico	Director
Judith Rochat	Director
Pranab Saha	Director
Herb Singleton	Director
Mark Storm	Director
Mike Bahtiarian	VP, Board Certification
Jeff Fullerton	VP, Honors & Awards
Bryce Gardner	VP, Conferences
Yong-Joe Kim	VP, Student Activities
Charlie Moritz	Congress Co-President, INTER-NOISE 2018; VP, Public Relations
Steve Sorenson	VP, Membership
Sanghoon Suh	VP, Publications
Jim Thompson	Managing Editor, NCEJ; VP, Board Affairs
Deane Jaeger	Treasurer
Gordon Ebbitt	Past President
Steve Marshall	President Elect
Karl Washburn	Secretary
Joe Cuschieri	Executive Director; Congress Co-President, INTER-NOISE 2018
Eric Wood	President, INCE Foundation
Chad Musser	Co-Chair NOISE-CON 2019
Paul Donovan	Member
Christopher Morgan	Member
Cathy Vail	IBO Manager
Terri Cochran	IBO Administration

2 Approval of Minutes of 2017 Annual Meeting (Washburn)

APPROVED: That the membership accepts the Minutes of the 2017 Annual Meeting of INCE-USA as submitted. (Without dissent)

3 Treasurer's Report (Jaeger)

Jaeger reviewed the report as submitted.

4 Election Results for New Directors (Cuschieri)

The election held in December 2017 resulted in the election of the following three new Directors:

- Kristin Cody, INCE Bd. Cert.
- Matt Golden, INCE Bd. Cert
- Jeanette Hesedahl, INCE Bd. Cert

5 Certification of the Election of the Board of Directors (Cuschieri)

APPROVED: That the membership certifies the results of the 2018 election for Directors of the Board of INCE-USA for terms of three years, including Kristin Cody, Matt Golden, and Jeanette Hesedahl. (Without dissent)

6 Election of Directors at the Annual General Meeting (Ebbitt)

The Nominations Committee proposed Mike Bahtiarian and Yong-Joe Kim as Directors At-Large for a one-year term.

Joe Cuschieri nominated Pranab Saha as Director At-Large for a one-year term.

APPROVED: That the membership accepts the three nominees put forward at the 2018 General Meeting as Directors At-Large for a term of one year. (Without dissent)

7 Slate of Officers for 2018 (Ebbitt)

Ebbitt introduced the slate of Officers.

Office	FY 18 Plan
Secretary	Karl Washburn
Treasurer	Deane Jaeger
President	Steve Marshall
Executive VP	Rick Kolano
Past President	Gordon Ebbitt

[Names in grey indicate existing term – no need to elect]

Vice Presidency	FY 18 Plan
Board Certification	Paul Burge
Membership	Steve Sorenson
Public Relations	Mark Storm
Publications	Sanghoon Su
Technical Activities	Gabriella Cerrato
Board Affairs	Jim Thompson
Honors and Awards	Jeff Fullerton
Student Activities and Education	Andrew Barnard
Conferences	Hether Fedullo
Finance Committee Chair	Mike Lucas

[Names in grey indicate existing term – no need to elect]

APPROVED: That the membership accepts the slate of Officers put forward at the 2018 General Meeting for a term of three years. (Without dissent)

8 State of the Institute (Kolano)

Kolano reviewed his State of the Institute Report as submitted.

9 Open Discussion (Kolano)

QUESTION: Who has specific responsibility for proposing revisions in the operating budget, and when will they be proposed to the Board. The Finance Committee has responsibility for budget revisions, but the Board has not directed them to do so, nor to develop expense and income goals.

Burge emphasized the importance of efforts to increase membership.

QUESTION: What is the primary mechanism by which expenses continue to increase? A significant factor is the loss of volunteer effort. Examples include NCEJ editorship, NNI costs, and IBO fees. Jaeger mentioned other expenses that the Board has approved over the past seven years, without finding revenue to match them. Fedullo commented that financial administration has improved. Changes have been made to improve INCE and its growth, but we are not yet realizing the benefits.

Cuschieri commented that the current approach to choosing expenditures is done at Board Meetings. Fixed costs are in the budget each year, but other things appear in the budget that may tend to increase the deficit. At one time, the Board chose to improve investments to cover initiatives, and that goal has been achieved. INCE has a good operation, but it is not supporting growth in membership without additional cost. For example, adding as many as 20 members won't make a discernable impact on the budget: there would need to be a couple of hundred new members. The Board needs to set specific goals and a timeline, then act to reach it.

Sorenson concurred that growth in membership will not provide the substantial revenue growth needed in the budget, compared to expanding conferences.

Wood pointed out that some of the recent expenditures, such as legal fees, will not be recurring in the near future.

Thompson commented that, in the past, income from the North American INTER-NOISE Congress was sufficient to cover INCE operating expenses, but that is no longer the case. The most dramatic expense increase has been due to contracting professional management. Conference income has not kept pace with that. Increasing membership will increase expenses as well. Also, most conference attendees are not Members. It will be necessary to change INCE's income model in order to meet expenses. We will need to work hard to increase income from Conferences, which is the lion's share of annual income. Cuschieri offered a note of caution about placing too high of expectations on the available headroom for growth in the conferences.

Fullerton commented that it is fortunate to see additional income due to the new NCE courses. There is an opportunity to expand and continue revenue from those courses.

Rochat suggested that INCE pay attention to multiple small revenue streams, in particular webinars.

Bahtiarian commented that Moritz (Congress President for INTER-NOISE 2018) is taking steps at INTER-NOISE 2018 to increase opportunities for revenue through sponsorship channels.

Storm suggested that we talk to industry to find out what their needs are for noise control services and education.

Kolano added that, now that Sound & Vibration magazine has been retired, there should be new opportunities for sponsorship of Noise News International.

Fullerton emphasized that INCE must increase the value of Membership and benefits.

10 Adjourn

The meeting adjourned at 8:57 AM by voice vote, without dissent.