

NHF Board meeting Arlanda, Stockholm, 2011-03-11

Present: Riitta Kamula, Zenonas Gulbinas, Iveta Dubakova, Hege Hisdal, Dirk-Ingmar Müller-Wohlfeil, David Gustafsson

- **Opening**

The meeting was opened by Riitta Kamula

- **Organization of the meeting**

Riitta Kamula and David Gustafsson were elected to be the Chair and Secretary of the meeting, respectively, and Hege Hisdal as Scrutinizer.

- **Approval of meeting agenda**

The suggested agenda was approved

- **Minutes from Riga**

- **Board meeting 8 August 2010**

- **Item 4** (instructions on membership fees should still be posted on the web-pages). **Action:** David makes sure the instruction is formulated and posted on the web. **Action:** Recommendation that each country have an NHF account (or corresponding system) to collect fees, and especially in Sweden, David and Håkan Sanner will find out a system that will release the Treasurer Hans Stjärnskog from that duty and separate the membership fee collection in Sweden from the main NHF account.

- **Item 10**, best paper winner have not received his prize **Action:** Riitta will make sure that the prize-winners have or will receive their prizes.

- **General Assembly 11 August 2010**

- The Institutional membership (3000 SEK) is correct in the GA

minutes, but the wrong number is given on the webpage. **Action:** Riitta should Karin to update this.

- The table with the new election committee was wrong in the minutes, it is the old election committee. **Action:** The minutes from the GA was edited during the board meeting, and is now ready to be posted on the web.
- Change of statutes: **Action:** The changes of the statutes that were approved for the first time in Riga should be available on the web (together with the old) with a clear notice that this is the statuses that will be valid from 2012.
- **Action:** The minutes from Riga should be distributed by Riitta to the board members and board deputies, and make sure it is posted on the web.
- **Board meeting 11 August 2010**
 - Item 4 (membership issues)
 - The collection of member email addresses has been implemented successfully in Norway, Denmark, Finland, Latvia, and Lithuania. Sweden still does not have this, but David and Hans have initiated the collection via the fee invoices for 2011. **Action:** Board members/national secretary should make sure -mail lists with members from each country is sent to Heidi to get a complete list. **Action:** Heidi will approach Iceland and Estonia, and establish a list of e-mail addresses for all countries.
 - Unclear if the 2010 membership fees from Iceland and Estonia have been transferred. **Action:** Riitta should make sure that all countries have fulfilled this.
 - Hege reported that 19 new members have applied through

the new web-based system since it was launched 6 April.

- Dirk suggested an idea of a life time membership that could be given to retired members. It was suggested to develop this idea further and suggest it to the next General Assembly.
- Action points that have been followed up: History and some other items for the web-page have been followed up. The scientific committee for NHC 2012 has also been nominated by the national board members (all except Sweden and Estonia, so the Board members from these countries are part of the scientific committee).
- **Meeting costs**
 - Costs for the meeting and meals at Arlanda are directly charged to NHF.
 - Air plane ticket for Riitta Kamula, Zenonas Gulbinas, Iveta Dubakova, and Dirk-Ingmar Müller-Wohlfeil will be reimbursed by NHF.
- **Finances, practices, and improvements**
 - The Treasurer Hans Stjärnskog has not yet been able to make the accounts for 2010. **Action:** Riitta ask Hans to make sure we will have the accounts distributed to the board at the end of June 2011 at the latest.
 - Hans wants to quit his appointment as treasurer at the end of 2011, and will look for a new person preferably within SMHI. **Action:** David and Håkan Sanner should follow up this and make sure we have a suggested person by 1 November 2011.
 - The board discussed how to improve the NHF practices, based on a written suggestion from Hans Stjärnskog and Riitta Kamula. The following points were noted from the discussion:

- Old minutes and documents is not the top priority to dig out. It is more important to keep track of new ones.
- It is the responsibility of the board members to make sure there is some type of organization in their country for membership contacts. Especially in Sweden this has been a very loose organization. The NHF membership fees have been issued directly by the Treasurer, but there is no clear national organization for the NHF membership or NHF activities. **Action:** David makes sure this will be improved with the new treasurer.
- List of members is a high priority for the future
- For the future, the board decided that the treasurer should take part of the board meetings, and should prepare a draft NHF budget to the board meetings (this should be implemented with the new Treasurer, and thus for the budget 2013).
- Documentation of the current practices for NHF activities is needed (and is underway by the activities of the Board). **Action:** Riitta will make a draft with recommended practices based on the document discussed at the board meeting to be discussed at the next board meeting.
- The budget for 2011-2012 was accepted at the General Assembly 2010 with some changes, and these changes have to be implemented by the board. Some important points were noted:
 - The contribution to Hydrology research does no longer exist.
 - The item “Scholarship and prices in NHC2012” should be labeled only “Prices at NHC2012”. Furthermore, the numbers under this item was mixed up in the budget presented at the General Assembly 2010. The correct numbers are Hydrology Research Price

for best paper 15000 SEK, Grants for NHC 2012 30000 SEK, and
Prices for NHC 2012: 2000 SEK.

- The correct balance is -41300 SEK (2011) and -38300 SEK (2012).

Action: Riitta should update the budget and send it to Karin to be put on the webpage.

- Situation in Iceland was noted by the board meeting: no memberships have been paid since 2009.

- **NHC 2010**

Iveta Dubakova presented a summary of the NHC 2010 in Riga.

- Some numbers, 120 participants, 17 countries, conference proceeding with 91 abstracts, 54 oral presentations and 36 posters, 4 key note speakers. The presentations were divided on the following themes: Climate 22, measurement 20, water management 16, extremes 10, modeling 8. Iveta will send the summary presentation, program, proceedings etc to the webpage. Photos from the conference can be found on the web page of the Latvia University but could also be archived at the NHF webpage.
- The financial result was a zero results (45€ surplus).

- **NHC 2012 Oulu Finland**

- Riitta distributed a flyer for the conference.
- The draft budget is almost in balance including a 5000€ surplus to NHF. The conference fees and the way to reduce the fees for Baltic country participants and students were discussed. **Decision:** The conference fees were accepted (320€/370€). It was decided that the participation fee should be the same for all, and that participants from Baltic countries and student should be able to apply for a 200€ reduction (which can only be granted if they are presenting an abstract at the conference). With this modification,

the board approved the budget.

- Scientific committee is recruited with the help of the NHF board. Björn Klöve is head of the scientific committee, and will start discussion with the committee about the conference themes.

- **Publishing and web pages**
 - Information to NHF members
 - Information to NHF members should be sent out via email, which why it is so important that the membership email list is compiled and managed.

 - Webpage issues
 - The board decided that Board members should be free to send requests directly to web editor Karin Nyström for updates of information on the webpage.

 - Possibility for “national pages” within the NHF web site. These pages could either just contain information on national representatives and contact persons, but could also be a forum used for information to the national members from the national representatives. In the latter case, it would be useful if the national representatives could have access to edit these pages. **Action:** The webpage group should discuss the possibility for these kind of pages and make a suggestion.

 - Updates to current webpage that should be forward to Karin (please observe specific **action points** for the board members):
 - General Assembly (GA)
 - The links to the GA documents does not work

anymore – they should be repaired.

- **Action:** Minutes and the documents prepared for the GA 2010 should be sent from Riitta to Karin and uploaded on the webpage (minutes, agenda, and other documents included)
- Board
 - Board members are ok, but some email addresses should be updated (Dirk for example, dimul@nst.dk)
 - Deputy members must be updated. **Action:** All board and deputy members can send their correct information including photos to Karin. However, Riitta should also send the updated list with deputy members to Karin including Name and election period.
- Election committee must be updated
 - **Action:** information (name and elected period) should be sent from Riitta to Karin.
- Officials are missing
 - Add information about the NHF Treasurer, Hans Stjärnskog (Hans.Stjarnskog@smhi.se), and NHF Secretary Heidi Pekkarainen (hhpi@nve.no).
- Minutes and other documents
 - All items should be updated to 2010. **Action:** information and documents should be sent from Riitta to Karin.
- Statutes
 - Under the heading “Last updated 2010” should say: [“The Statutes with alterations to §§ 2, 6, 7, 8, 10 and](#)

11 were approved by the General Assembly in Riga 2010 and have to be approved at the General Assembly in Oulu, Finland 2012”.

- Chairs corner
 - Riitta is working on an update and will send it to Karin when ready.

- News archive, Latest news, Seminars and conferences:
 - Announcement of NHC2012 and link to Oulu conference webpage: <http://nhc2012 oulu.fi/>

- New header in the right panel called “Upcoming events”, where different upcoming activities can be marked, for instance conferences or workshops with interest to all the Nordic countries, board meetings, etc.

- Pages for national contact information should be accessed through links from the first page in the left panel, and the national board member should/could have access to these pages to edit more efficiently (see item ii above).

- “Seminar and workshops” in the top panel should be moved to the left panel, and the item should be changed to “Funding of NHF workshops and seminars”

- Under the heading “Conferences” the NHC should be spelled out Nordic Hydrological Conference.

- The Heading “Hydrology research” should be clarified that it relates to the Journal.

- Report from NHC 2010 is a broken link and the photos are missing.

- A new webpage group was formed: Karin, David, Dirk, and Riitta.
Action: David contacts Karin to see when she has time for a meeting in spring 2011. Agenda for meeting: practices for keeping the information updated, inputs from Board members, and so on, and the minor changes to the webpage structures.

Most important is to keep the webpages updated, and that links work. The structure is ok, only smaller changes to headings are necessary and national contact pages could be added.

- **Other items**

None

- **Next meeting**

- Telephone meeting in mid-November 2011.
- Meeting in March 2012, main topic, time and place for NHC 2014 in Sweden.

David Gustafsson

Hege Hisdal

Riitta Kamula

Secretary

Scrutinizer

Chair