

WIKI SOCIETY OF WASHINGTON, DC INC.
Board of Directors Meeting

December 10, 2016, at 2:00 PM
Cove, 1990 K Street NW, Washington, DC

Board Members Present: Kirill Lokshin [President]
James Hare [Secretary]
John Sadowski [Treasurer]
Kelly Doyle
Robert Fernandez
Peter Meyer
Diane Shaw
Rosie Stephenson-Goodknight

Board Members Not Present: Emily Temple-Wood [Vice President]

The meeting was called to order by Mr. Lokshin at 2:11 PM.

1. A motion by Mr. Lokshin to approve the minutes of the October 29 meeting of the Board of Directors in the form previously distributed was seconded and passed without dissent.
2. Mr. Lokshin submitted a written report on behalf of the Executive Committee.

[See Attachment A]

** Mr. Meyer arrived at 2:25 PM **

3. Mr. Meyer reported that the work of the Audit Committee was in progress.
4. A resolution concerning the hiring of an Institutional Partnerships Manager was discussed and amended. A motion by Mr. Lokshin to adopt the resolution as amended was seconded and passed without dissent.

[See Attachment B]

5. Amendments to the Delegation of Authority Policy were discussed. A motion by Mr. Lokshin to adopt the amendments as written was seconded and passed without dissent.

[See Attachment C]

6. An amendment to the Technology Access Policy was discussed. A motion by Mr. Lokshin to adopt the amendment as written was seconded and passed without dissent.

[See Attachment D]

7. Fundraising plans were discussed, including plans for potential projects and associated sources of funding.
8. Upcoming events were discussed, including an edit-a-thon with MITRE in January, an edit-a-thon with the DC Public Library in February, an edit-a-thon with the National Archives and Records Administration in March, and an edit-a-thon with the National Museum of Women in the Arts in March.
9. Contests were discussed.
10. Communication strategy was discussed, including having a greater presence on social media.

The meeting was adjourned at 4:07 PM.

Approved on _____, _____.

James Hare
Secretary

Kirill Lokshin
President

ATTACHMENT A

Executive Committee Report December 2016

SUMMARY

Since the last meeting, we held 6 editing events with partner institutions, and have 4 more events in the pipeline. Fiscal-year-to-date, we have recognized revenues of \$3,539.86 and expenses of \$47,285.45, and currently have \$27,706.68 in cash.

PROGRAMS

Institutional Partnership:

Since the last meeting of the Board, Wikimedia DC has held six edit-a-thons and other collaborative editing events with institutional partners: editing workshops with the DC Public Library on November 5, November 19, and December 3; an editing workshop with the University of Maryland on November 16; an edit-a-thon with the BBC on December 8; and an edit-a-thon with the US Holocaust Memorial Museum on December 9.

We have scheduled two edit-a-thons and other collaborative editing events with institutional partners over the next several months: an edit-a-thon with the DC Public Library on February 18 and an edit-a-thon with the National Museum of Women in the Arts on March 11.

There are two additional events which are in an advanced planning stage but which have not yet been firmly scheduled: an edit-a-thon with MITRE in January and an edit-a-thon with the National Archives in March.

Grantmaking and Sponsorship:

We have completed our fiscal sponsorship obligations for the Art+Feminism 2016 campaign; over the course of the fiscal sponsorship we processed 86 disbursements, reimbursements, and other transactions with a total value of \$56,374.99 in support of the campaign. We have been selected as the fiscal sponsor for the Art+Feminism 2017 campaign, and are in the process of executing the corresponding agreements with the Wikimedia Foundation.

We are continuing to support fiscal sponsorship for WikiConference North America 2016. To date, we have processed 53 disbursements, reimbursements, and other transactions with a total value of \$39,333.16 in support of the conference.

Public Policy:

Wikimedia DC was invited to participate in the State Department Roundtable on Online Gender-Based Violence, which took place on November 28.

OPERATIONS

Fundraising:

Our Simple Annual Plan Grant application, for a total of \$63,827.00, has been approved by the Wikimedia Foundation, and we anticipate receiving the first funding installment in late December.

Membership:

Wikimedia DC's total membership stands at 58 members, which represents a 2% increase since the previous meeting of the Board.

FINANCE

Wikimedia DC currently has \$27,706.68 in cash, consisting of \$16,451.93 in restricted funds (which include funds administered under the Art+Feminism 2016 and WikiConference North America 2016 fiscal sponsorship agreements) and \$11,254.75 in unrestricted funds. Wikimedia DC additionally has \$1,500.00 in accounts receivable and \$385.31 in fixed assets.

Since the beginning of the fiscal year, Wikimedia DC has recognized revenues of \$4,040.77, consisting of \$3,539.86 of restricted funds and \$500.91 of unrestricted funds. During the same period, Wikimedia DC has recognized expenditures of \$47,285.45, consisting of \$45,752.27 of program costs and \$1,533.18 of administrative costs.

ATTACHMENT B

Institutional Partnerships Manager – Hiring Resolution

1. The position of Institutional Partnerships Manager (the "Manager") shall be a paid, full-time non-exempt staff position, to be filled from January 2017 to September 2017. The term of engagement may be postponed or extended at the discretion of the President, provided that sufficient funding is available.
2. The role of the Manager shall be to assist Wikimedia District of Columbia in the conduct of its institutional partnership programs, consistent with the Strategic Plan for Fiscal Years 2016–21, the Annual Plan for Fiscal Year 2016–17, and the Staffing Plan for Fiscal Year 2016–17. The Manager shall principally carry out activities in two areas:
 - (a) Program sustainment activities, which will augment the capacity of Wikimedia DC's existing institutional partnership program by providing support for event planning, execution, and reporting. These activities will principally target Strategic Objective IP-3 and Strategic Objective IP-4.
 - (b) Program growth activities, which will enable a significant expansion of Wikimedia DC's institutional partnership program by providing support for systematic, targeted outreach to potential partner institutions. These activities will principally target Strategic Objective IP-1.
3. The Manager shall report to the President, who shall be responsible for defining day-to-day priorities and tasks. The Manager shall work no more than 40 hours per weekly timekeeping period, and shall submit timesheets indicating all hours worked to the President. The Manager shall not simultaneously undertake employment elsewhere without the prior written approval of the President.
4. The Manager shall be compensated at a fixed rate of \$26 per hour, and shall be eligible for paid leave in accordance with the Employee Attendance and Leave Policy, as well as a stipend to reimburse documented healthcare insurance premium costs, up to \$450 per month.
5. The President shall be authorized to hire a Manager in accordance with the Employment Policy. The Governance Committee shall prepare all documents required for the onboarding of the Manager, including the employment contract and orientation materials.

ATTACHMENT C

Amendments to the Delegation of Authority Policy

The Delegation of Authority Policy is amended as follows:

1. By appending the following text to Article III, Paragraph 8:

This provision shall not apply to expenditures made in furtherance of any fiscal sponsorship agreement between Wikimedia District of Columbia and the Wikimedia Foundation.

2. By appending the following text to Article V, Paragraph 1:

This provision shall not apply to employees or contractors hired in furtherance of any fiscal sponsorship agreement between Wikimedia District of Columbia and the Wikimedia Foundation.

ATTACHMENT D

Amendment to the Technology Access Policy

The Technology Access Policy is amended by striking Article III, Paragraph 2 and inserting:

2. Standards for Tools. Software platforms used by the Corporation to collect or store Sensitive PII ("Sensitive PII Tool") shall adhere to the following standards:

- (a) Individual Access. Access shall be allocated to individual user accounts, not accounts shared among individuals. The President may make exceptions for specific tools if the President determines that no feasible alternative exists.
- (b) HTTP Connection. Web-based tools shall only be accessed over HTTPS. Tools that do not support access over HTTPS shall not be used by the Corporation.
- (c) Two-Factor Authentication. It is the policy of the Corporation to prefer tools that support two-factor authentication.
- (d) Public-Key Authentication. Accounts on Corporation servers shall only be accessed through public-key authentication.