

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

April 25, 2015

Wikimedia District of Columbia, 1730 Connecticut Avenue NW, Washington, DC

Board Members Present: James Hare [President]
 Emily Temple-Wood [Vice President]
 Kirill Lokshin [Secretary]
 Peter Meyer [Treasurer]
 Trisha Melikian
 John Sadowski
 Diane Shaw

Guests: Francesca Tripodi

The meeting was called to order by Mr. Hare at 2:22 PM.

1. A motion by Mr. Hare to approve the Minutes of the February 15 meeting of the Board of Directors in the form previously distributed was seconded and passed without dissent.
2. Mr. Hare submitted a written report on behalf of the Executive Committee, which was entered into the Minutes:

PROGRAMS

Events:

Wikimedia DC hosted the Howard University Black History Edit-a-Thon on February 19, the American Art Edit-a-Thon with the Smithsonian American Art Museum on February 24, the NPR Black History “First Edit” event on February 24, the African Americans in STEM Edit-a-Thon with the White House Office of Science and Technology Policy on February 24, the Women in the Arts Edit-a-Thon with the National Museum of Women in the Arts on March 8, the NIH Women’s History Month Edit-a-Thon on March 13, the DC Public Library Women in STEM Edit-a-Thon on March 21, the “She Blinded Me With Science” edit-a-thon with the Smithsonian Institution Archives on March 27, the WikiTurgy edit-a-thon at the University of Maryland on March 30, an edit-a-thon with the National Museum of the American Indian on March 31, the National Archives Wikipedia Space Hack-a-Thon on April 14, and the Women in Technology Edit-a-Thon on April 17.

Social events included dinner meetups on February 28 and March 28, and a WikiSalon on March 11.

WikiConference USA:

Wikimedia DC representatives met with the Wiki Education Foundation and volunteers from New York on March 14 to discuss plans for holding WikiConference USA 2015 in Washington, DC. The current plan is to host an October conference.

GLAM-Wiki US Consortium:

Wikimedia DC representatives participated in a meeting of the GLAM-Wiki US Consortium Advisory Board on March 21–22. The Consortium discussed its plans for developing its organization, and Wikimedia DC offered staff support to the growing organization. By supporting this organization, Wikimedia DC will have access to a national network of potential partners, and the best practices developed by the Consortium and its partners will benefit Wikimedia DC.

Planned Events:

The calendar of upcoming events includes a dinner meetup on April 25, an International Labour Day Edit-a-Thon with the University of Maryland on May 1, and a WikiSalon on May 13. Future event plans include a workshop facilitator training, to be held some time in the summer; a GLAM Boot Camp, to be held in September; WikiConference USA 2015, to be held in October; and a Wikipedia Workshop program focusing on art history, to be held with the Smithsonian Institution later in the year.

Grantmaking:

Wikimedia DC approved two grant applications: one for a “She Blinded Me With Science” edit-a-thon with the Smithsonian Institution Archives, and one for an American Indian edit-a-thon with the University of North Carolina. The latter of these applications was subsequently withdrawn.

ORGANIZATIONAL DEVELOPMENT

Membership:

Wikimedia DC membership has decreased to 66 members, 45 of whom have opted for automatic renewal. An amendment to the Membership Policy, which will decrease annual dues to \$5 and allow the collection of monthly automatic payments, has been proposed for the Board’s consideration.

Staff:

The Board is asked to establish the part-time staff position of Organizational Development Coordinator. The Coordinator, who will report to the President, will develop infrastructure for a national professional and volunteer network in support of the GLAM-Wiki US Consortium.

Technology:

Wikimedia DC has established a subscription to Apollo, an integrated contact- and project-management suite. Apollo is currently being used for planning some long-range programs, including the upcoming conferences; it is also being used by the GLAM-Wiki US Consortium. Work will begin shortly to move over Wikimedia DC's contact database from Insightly to Apollo.

FINANCES

Wikimedia DC has been certified as a tax-exempt 501(c)(3) public charity by the IRS, effective December 22, 2014.

Contracts:

On March 12, Wikimedia DC was awarded a \$20,000 contract by the National Archives and Records Administration to provide support for two 2015 meetings of the GLAM-Wiki US Consortium Advisory Board and the 2015 GLAM Boot Camp. As part of the contract award process, Wikimedia DC has been registered in the System for Award Management (SAM) as a federal contractor.

Fundraising:

Wikimedia DC disbursed the last payment for Summer of Monuments, thus closing out the Summer of Monuments grant with the Wikimedia Foundation. The Projects 2015 grant proposal was approved by the Foundation following the completion of business for the Projects 2014 grant. There is an outstanding grant proposal to fund the Cultural Partnerships Program, which will focus on incubating the GLAM-Wiki US Consortium.

3. A proposed resolution to amend the Membership Policy was discussed. A motion by Mr. Hare to adopt the resolution as written was seconded and passed by voice vote, and the resolution was entered into the Minutes:

The Membership Policy is amended:

- (a) By striking "ten dollars (\$10)" in Article II, Paragraph 1, and inserting "five dollars

(\$5)".

(b) By inserting the following after Article II, Paragraph 3:

4. Excess Renewal Payments. A member shall not be eligible to renew his or her membership more than once during any twelve-month period. Any payment of dues remitted by a member in excess of this limit shall be deemed an unrestricted donation to the Corporation, and shall not cause said member's term of membership to be further extended.

(c) By re-numbering Article II, Paragraph 4 as Article II, Paragraph 5.

** Ms. Temple-Wood left the meeting at 3:20 PM **

4. A proposed resolution to authorize the hiring of an Organizational Development Coordinator was discussed. A motion by Mr. Hare to adopt the resolution as written was seconded and passed without dissent, and the resolution was entered into the Minutes:

1. The position of Organizational Development Coordinator ("Coordinator") shall be a paid, part-time non-exempt staff position filled from July 2015 to June 2016. 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 Coordinator shall be to assist Wikimedia District of Columbia in its conduct of its cultural partnership programs, consistent with the Annual Plan. The Coordinator shall report to the President, who shall be responsible for defining the day-to-day tasks of the Coordinator.

3. The Coordinator shall be compensated at a fixed rate of \$22 per hour, and shall not be eligible for paid leave or other benefits. The amount of compensation may be adjusted by the President, provided that the adjustment occurs prior to any hiring decision and is promptly reported to the Board of Directors.

4. The Coordinator shall work up to, but no more than, 40 hours per biweekly timekeeping period, and shall submit timesheets indicating all hours worked to the President.

5. Provided that the required funding is obtained, the President shall be authorized to hire a Coordinator in accordance with the Hiring Policy. The Governance Committee shall prepare all documents required for the onboarding of the Coordinator, including the employment contract and orientation materials.

5. Plans for future events were discussed.

The meeting was adjourned at 4:04 PM.

Approved on _____, _____.

Kirill Lokshin
Secretary

James Hare
President