

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

October 5, 2013

Wikimedia District of Columbia, 1629 K Street NW, Suite 300, Washington, DC

Board Members Present: James Hare [President]
 Kristin Anderson [Vice President]
 Kirill Lokshin [Secretary]
 Peter Meyer [Treasurer]
 Nicholas Bashour
 Katie Filbert

Board Members Not Present: Kathryn Tinker

Guests: Dominic McDevitt-Parks [Cultural Partnerships Coordinator]
 John Gallagher

The meeting was called to order by Mr. Hare at 2:32 PM.

1. A motion by Mr. Lokshin to approve the Minutes of the September 7 meeting of the Board of Directors in the form previously distributed was seconded and passed without dissent.
2. Mr. Hare submitted a written report, which was entered into the Minutes:

Over 10,000 pictures were uploaded as part of Wiki Loves Monuments this past October. Thank you to all of our uploaders!

This past month we held a meetup, a WikiSalon, and the Wikipedia Takes Baltimore and Richmond events. They were small events in size but helped increase Wikipedia's photographic coverage of American historic sites. We also participated in a presentation about Wikipedia at the meeting of the Economic History Association; the presentation was well received.

Coming up we have a WikiSalon and dinner on Sunday, October 13; an evening meetup on Wednesday, October 23; and the Smithsonian Libraries Edit-a-Thon on Friday, October 25. The Laurel History edit-a-thon scheduled for October 12 has been postponed.

Planning for the annual meeting on Saturday, November 9 is underway. We should begin promoting the meeting as soon as a venue is booked. I am looking into hosting the meeting at the downtown National Archives, in a room that is currently a reference library but will be converted into a collaborative space. Planning for that should begin as soon as the lapse in

appropriations for the National Archives is rectified.

* Mr. Bashour joined the meeting *

3. Mr. Lokshin submitted a written report, which was entered into the Minutes:

As of October 5, Wikimedia DC has 61 members in good standing; this represents an increase by 3 new members since our last meeting.

We have signed a memorandum of understanding with Wikimedia New York City in connection with the WikiConference USA 2014 event. A copy of this memorandum will accompany this report in the minutes.

[document attached]

4. Mr. Meyer submitted a written report, which was entered into the Minutes:

As of the beginning of our chapter's new fiscal year, Oct 1, 2013, Wikimedia DC has \$5435.50 in liquid net assets, mostly in bank accounts, plus \$1539.11 in fixed equipment assets.

At the end of the fiscal year we applied a standard asset depreciation on the value of our fixed assets -- 20% of their original value.

I've submitted the basic numbers for our annual financial report to our board's Audit Committee and shall respond to develop a more complete public report. I anticipate the Audit Committee will report to the Board; if not, I'll report to you on further developments.

We had a net loss for the fiscal year, because we began the year with leftover grant money and gradually spent it, appropriately.

Our main anticipated new revenues would or will come from new grants from the WMF. If we make progress on our tax-deductibility situation, we would reduce costs.

5. Mr. Hare submitted a written report on behalf of the Election Committee, which was entered into the Minutes:

The nomination period for election to the Board of Directors closed at midnight on October 1, 2013. The candidates for the Board of Directors are John Gallagher, Kirill Lokshin, and Emily Temple-Wood. There being three candidates for four open seats, the Board of Directors will need to appoint a fourth director following the conclusion of the election.

Article III, Paragraph 2 of the Election Policy as amended establishes the composition of the Election Committee as "all Directors of Wikimedia

District of Columbia who shall not themselves be Candidates." As such, the members of the Election Committee are Kristin Anderson, Nicholas Bashour, Katie Filbert, James Hare, Peter Meyer, and Kathryn Tinker.

The Secretary of Wikimedia District of Columbia reported to the Election Committee on October 1 that 61 ballots have been distributed to the members, providing a sample ballot, sample cover letter accompanying the ballot, and a manifest of members provided ballots. Members are instructed to complete and return ballots through the provided instructions by close-of-business October 22.

6. Ms. Filbert submitted a written report on behalf of the Technology Committee, which was entered into the Minutes:

wikilovesmonuments.us survived in September! mono, James and whoever else involved did a nice job making the site look nice and the caching worked fine.

I understand that the site was out at least once, though. For such high profile things in the future, it would be good to have better monitoring to be more quickly aware of such things.

7. Mr. McDevitt-Parks reported that he had started working in his new role at the National Archives, noting that his position was now in Digital Public Access rather than Social Media. He further reported that his eventual goal was to upload the National Archives' existing digital holdings to Wikimedia Commons and to integrate Commons into the digitization workflow.
8. The proposed Travel Policy was discussed and amended. A motion by Mr. Lokshin to adopt the policy as amended was seconded and passed without dissent, and the policy was entered into the Minutes:

ARTICLE I - PURPOSE AND SCOPE

1. Purpose. The purpose of this Travel Policy ("Policy") is to describe the procedures used by Wikimedia District of Columbia to reimburse Wikimedia District of Columbia employees and volunteers for expenses incurred in the course of traveling on Wikimedia District of Columbia business.

2. Scope. This Policy applies to all travel paid for by Wikimedia District of Columbia. It does not apply to travel conducted entirely at private expense, whether or not such travel is for the purpose of conducting business on behalf of Wikimedia District of Columbia.

ARTICLE II - GENERAL PROVISIONS

1. Reimbursement of Expenses. Wikimedia District of Columbia shall

reimburse travelers for all reasonable and necessary expenses while traveling on authorized business in accordance with the Expense Reimbursement Policy. Wikimedia District of Columbia assumes no obligation to reimburse travelers for expenses that are not in compliance with this Policy.

2. Approved Government Rates. Where applicable, Wikimedia District of Columbia shall use the approved government rates set by the General Services Administration for travel within the continental United States, by the Department of Defense for travel within the non-continental United States, and by the Department of State for travel outside the United States.

ARTICLE III - AIR AND RAIL TRAVEL

1. Air and Rail Travel. All bookings for air and rail travel shall be made so as to secure the best available fare. Travelers are expected to book travel at least fourteen (14) calendar days in advance of the travel date, and to use non-direct flights when the resulting savings are substantial.

2. Class of Travel. All air and rail travel shall be booked in coach class. Upgrades for air and rail travel shall not be reimbursable. Travelers wishing to purchase an upgrade must do so at their own expense.

3. Lost or Stolen Tickets. Travelers shall use electronic tickets for air and rail travel whenever possible. In the event that paper tickets must be issued for air and rail travel, the traveler shall be responsible for protecting the paper tickets. If a traveler loses or has tickets stolen from his or her possession, he or she shall immediately report the loss to the travel agent or issuing authority, and shall work with the travel agent or issuing authority to file a lost ticket application.

4. Cancellations. When a trip is cancelled after a ticket has been issued, the traveler should inquire about using the same ticket for future travel.

5. Parking. When parking at an airport or rail station for travel, travelers shall utilize long-term parking lots. Short-term parking fees shall be reimbursable for single-day trips only.

ARTICLE IV - AUTO TRAVEL

1. Car Rental. Travelers may rent a vehicle for travel when doing so is less expensive than air travel to the same destination. Travelers may rent a vehicle at their destination when doing so is less expensive than using alternative local transportation modes.

2. Class of Rental. Travelers renting a vehicle shall reserve a car in the compact category. Travelers may reserve a car one class higher when

transporting excess baggage such as booth displays.

3. Insurance. Wikimedia District of Columbia shall not be liable for any accidents or damage to rental vehicles during business travel. If a vehicle is rented, it shall be the traveler's responsibility to carry appropriate personal insurance. Insurance offered by the rental agency shall not be reimbursable for domestic travel. International travelers should accept all insurances offered by the rental agency.

4. Rental Car Fuel. Fuel for use in rental cars shall be reimbursable with proper documentation. Travelers shall decline the prepaid fuel option offered by the rental car agency whenever possible, and shall ensure that the fuel in the rental vehicle is filled immediately before returning the vehicle.

5. Business Use of Personal Vehicles. Travelers may use a personal vehicle for business purposes if doing so is less expensive than renting a car, hiring a taxi, or using alternate transportation. When a personal vehicle is used, it shall be the responsibility of the vehicle owner to carry adequate insurance coverage for their protection and for the protection of any passengers.

6. Mileage Allowance. Travelers using a personal vehicle for Wikimedia District of Columbia business may request reimbursement in the form of a mileage allowance, which shall be issued at the approved government rate. Business use of a personal vehicle shall be reimbursable only with the prior approval of the President.

ARTICLE V - LODGING

1. Hotel Reservations. Hotel reservations shall be made so as to secure the best available rate. Hotel lodging expenses that exceed the approved government rate for the location in question shall only be reimbursable with the prior approval of the President.

ARTICLE VI - MEALS AND ENTERTAINMENT

1. Personal Meals. Personal meals shall be reimbursable at the approved government rate, subject to the standard adjustments for the first and last day of travel. Any meals which are separately reimbursed as entertainment expenses shall be deducted from the personal meal allowance.

2. Entertainment. Entertainment expenses shall be reimbursable only with the prior approval of the President, which shall be granted only when:
(a) The person or persons being entertained have an actual or potential business relationship with Wikimedia District of Columbia; and

(b) The expenditure directly precedes, includes, or follows a business discussion.

ARTICLE VII - MISCELLANEOUS

1. Miscellaneous Expenses. Miscellaneous expenses which are not specifically listed in this Policy may be reimbursed at the discretion of Wikimedia District of Columbia. Miscellaneous expenses shall only be reimbursable if directly related to Wikimedia District of Columbia business. Travelers should not assume that reimbursement will be granted for any miscellaneous expense unless prior approval has been granted.

* The meeting recessed at 3:32 PM and reconvened at 3:50 PM *

9. The proposed Whistleblower Policy was discussed, and consideration of the proposal was postponed pending preparation of a draft Ethics Policy.
10. The Corporation's memorandum of understanding with Wikimedia New York City regarding WikiConference USA 2014 was discussed. A motion by Mr. Bashour to ratify the signing of the memorandum was seconded and passed without dissent.
11. A motion by Mr. Bashour to appoint Mr. Hare as the Deputy Conference Chair for WikiConference USA 2014 was seconded and passed without dissent.

* Mr. Gallagher joined the meeting *

12. The Corporation's Annual Plan and Budget for Fiscal Year 2013–14 were discussed.

* Mr. Bashour left the meeting *

13. The date of the next meeting of the Board of Directors was set to October 29, 2013, at 7:00 PM, at the Corporation's offices at 1629 K Street NW, Suite 300.

The meeting was adjourned at 5:52 PM.

Approved on _____, _____.

Kirill Lokshin
Secretary

James Hare
President