

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

October 3, 2023 at 8:00 p.m.
Conference Call

Board Members Present: Peter Meyer [President]
Diane Shaw [Secretary]
John Sadowski [Vice President]
Sara Snyder [Treasurer]
Robert Fernandez
Kevin Payravi
Gerald Shields

The meeting was called to order at 8:05 p.m.

1. The draft minutes for the Board of Directors meeting held on May 28, 2023 were reviewed. Mr. Sadowski noted that the chapter's biannual report to the DC government (BRA-25) was filed in August 2022, rather than July 2022, as written in the draft. A motion to approve the minutes as amended with the date of August 2022 for the BRA-25 filing passed without dissent.
2. Mr. Meyer presented the Executive Committee report. He summarized the improved financial situation of the chapter, including the completion of two contracts with Hacks/Hackers and two new Wikimedia Foundation (WMF) grants, including a movement strategy contract to study how North American Wiki groups might cooperate among themselves, and an annual plan grant covering the chapter's expenses for the salary of the WMDC Institutional Partnerships Manager and some incidental needs to December 2024. Ms. Snyder noted that the WMF funding request can be renewed in the fall of 2024, which is the standard time of year to apply. Mr. Meyer noted that it may be possible to receive future grants from Hacks/Hackers as well.
3. The Board reviewed the revised position description for the WMDC Institutional Partnerships Manager which was updated by Ms. Snyder. The revised position, now with the title Programs and Partnerships Manager, includes a raise and an additional responsibility to support the operations and administration of the chapter. The revised plan would start with the new fiscal year. Funds have been set aside for Ms. Ariel Cetrone, the incumbent Manager, to attend the upcoming Wikiconference North America in Toronto, Canada and perform assigned duties there. After the Board had a chance to review the revised position description, Mr. Meyer moved that the position description be accepted. Mr. Fernandez seconded the motion and it passed unanimously.

4. Ms. Snyder noted that the Internal Revenue Service could potentially fine the chapter \$5000 or more for late filing of its taxes, if the IRS assumes that the chapter is a for-profit organization. She wrote a letter to the IRS to explain that the chapter has successfully renewed its non-profit status. She has not yet received a response from the IRS and will share any information she receives from that agency.
5. Mr. Meyer and Ms. Snyder plan to draft a new Form 990 for federal income tax for the just completed fiscal year. In past years the chapter has sometimes taken too long to file these. Ms. Snyder suggested that the chapter take advantage of a one-time service offered by QuickBooks to review and clean up the accounting. Afterwards the chapter could pay a monthly fee to QuickBooks for maintenance of the account. Another option would be to hire an accountant to review the statements, revenues and expenses.
6. Public Policy Committee report: Mr. Meyer and Ms. Cetrone have been meeting frequently with Rebecca MacKinnon, the WMF's Vice President of Global Advocacy, at the Open Gov Hub in the Metro Center area of DC. Ms. MacKinnon is interested in having WMDC collaborate with her on ways to address disinformation and other issues of interest to Wikimedians. There is an opportunity for WMDC to become an ancillary member of [Open Gov Hub](#) for less than \$1000 per year. The space could be used by the chapter for in-person and virtual meetings and presentations. There were no objections from Board members to the proposal to join Open Gov Hub and the expense was viewed as appropriate.
7. Annual membership meeting planning: The meeting will be virtual only and will cover both FY2022 and FY2023. The chapter's activities and accomplishments will be reviewed and future plans outlined. Ms. Snyder will prepare and present a financial report. The Distinguished Service and Volunteer of the Year awardees will be presented with personalized barnstars. The event might also feature a speaker on a topic of interest to the WMDC community. Mr. Meyer will poll the Board on possible dates to hold the annual meeting.
8. Annual Board election planning: The terms of Mr. Fernandez, Mr. Shields and Ms. Snyder are expiring. The election committee will consist of Mr. Sadowski (Chair), Mr. Meyer, Mr. Payravi, and Ms. Shaw. Mr. Meyer proposed using the ElectionBuddy online voting program which was successfully used by Wikimedia New York City for its election. The Board drafted the following election resolution: "The nomination period shall be October 4–31, and voting period shall be November 8–December 3. Eligible voters shall be those who are current members as of November 8." Mr. Shields moved to approve the resolution, Mr. Payravi seconded the motion, and the resolution was approved unanimously.

The Board also discussed the need to recruit other Board members for appointed positions, two of which are vacant. Mr. Sadowski suggested that the Board consider which skill sets the chapter needs and find candidates who can meet those needs, such as those with fundraising or legal experience, or a tech background. More diverse candidates in terms of race, ethnicity, sexual orientation or age would be welcomed as well. The candidates don't have to live in the DC area. The Board offered up various suggestions for candidates and proposed contacting some persons in our network for feedback on potential candidates as well.

9. The chapter's variant trade names (Wikimedia District of Columbia and Wikimedia DC) need to be formally renewed with the DC government. There is a one-page form and fee of \$55.00 to submit for each version of the name. Mr. Meyer will consult with Mr. Shields and complete and submit the forms.
10. Wiki Science Competition update: Mr. Sadowski said that all of the previous competition's international and domestic prizes have been paid out. The next competition starts this fall and is managed by an international team. Mr. Sadowski will form the jury who will vote on the winning images.
11. Wiki Loves Monuments (U.S.) update: Mr. Payravi said that this competition is ongoing and they're looking for judges; let him know if you have any potential judges to suggest. Mr. Payravi also noted that the WMF has new rules for rapid grants: Board members can no longer apply unless they are acting as individuals rather than representing their organizations. He submitted an application for a rapid grant based on that exception. The WMF representative involved with the grant will probably be Chris Schilling.
12. Mr. Meyer made an appeal for participants to attend focus groups for the North American movement strategy project.
13. The next Board meeting should be held in December, to get back on track with a bimonthly meeting schedule. Mr. Meyer will send out a meeting scheduler to the Board.

The meeting was adjourned at 9:55 p.m.