

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

April 13, 2013

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

Board Members Present: Kristin Anderson
 Nicholas Bashour
 James Hare
 Kirill Lokshin
 Peter Meyer
 Kathryn Tinker

Board Members Not Present: Katie Filbert

Guests: Jim Hayes

The meeting was called to order by Mr. Hare at 3:26 PM.

1. A motion by Mr. Hare to approve the Minutes of the March 16 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:

Recent and upcoming events:

— Wikimedia DC volunteers attended the D.C. History Edit-a-Thon at the D.C. Historical Society on March 23 and the Women in the Arts Edit-a-Thon on March 29. Twenty articles were created or improved at the Historical Society event, while 36 articles were created or improved at the Women in the Arts event. We have an upcoming edit-a-thon at the George Washington University Library on Saturday, April 20.

— Wikimedia DC held the "Wiki Loves Capitol Hill" event on March 30. The event was a training session for volunteers interested in discussing the values of the Wikimedia movement with Congressional staffers, with no intention on advocating for or against legislation or candidates. That following Monday, April 1, four volunteers held discussions with Congressional staffers.

— Dominic McDevitt-Parks and I are planning the GLAM Boot Camp on April 26–28, to be held at the National Archives. Thirteen people from the U.S. and Canada will receive hands-on training so that they can properly represent the Wikimedia projects at cultural institutions.

— We have a social meetup coming up on Saturday, April 13, as well as our first WikiSalon on Friday, April 19. A WikiSalon is a casual event where Wikipedians gather to discuss and edit Wikipedia.

Future projects:

— After the Cato Institute event on March 14–15, I have been keeping in contact with Jim Harper and other Cato staff, helping them in their project in writing Wikipedia articles about bills currently going through the legislative process. I hope to host a future event with Cato so that the WikiProject created through their effort, WikiProject United States Federal Government Legislative Data (LegData), remains active.

— A contact at the National Gallery of Art has expressed interest in uploading their 20,000 image collection to Wikimedia projects. I have not contacted her yet about this, since I am not totally sure how to carry out a mass upload, so any assistance I can get with this would be much appreciated.

— User:Mono has expressed an interest in working with Wikimedia DC on carrying out Wiki Loves Monuments 2013 here in the United States. He is working to recruit people to help in carrying out the project.

— I have discussed the idea of a "furloughed feds" edit-a-thon with Wikimedia DC member Gerald Shields. This would be an excellent volunteer opportunity for federal employees affected by budget sequestration, and I am interested in holding such an event in May.

— Sara Snyder and I have discussed the idea for a usability test for the Wikisource interface, and I have convened a working group for this project consisting of Ms. Snyder, Dominic McDevitt-Parks, and individuals involved in Wikisource software development and strategic vision. The goal of the project is to make it easier for archivists to upload content to Wikisource and participate in the OCR copyediting process.

— Alex Stevens, president of the D.C. Social Media Club, and I discussed a potential joint event to be held this fall. This event would consist of Wikipedians from the D.C. area discussing their experiences editing Wikipedia.

— Wikimedia DC director Kathryn Tinker and I discussed ideas for holding information literacy presentations at university libraries in the fall.

Other business:

— I put in an order for t-shirts and other merchandise from the Wikimedia

Foundation. I have also requested a package of one hundred Wikipedia booklets from the Wikimedia Foundation, free of charge.

— I have heard back from Wikimedia Hong Kong and Wikimedia Philippines regarding a chapter partnership. I hope to meet with the Hong Kong chapter at the upcoming Wikimedia Conference in Milan.

— On Saturday, April 13, I will participate in an episode of "In Conversation", produced by Arlington Independent Media, to discuss Wikipedia's role in open government initiatives.

3. Ms. Anderson reported that she had met an attorney specializing in non-profit incorporation in the District of Columbia. Ms. Anderson further reported that the Smithsonian Institution was soliciting applicants for a Wikipedian-in-Residence position, and that she was continuing to discuss the potential reuse of Library of Congress content.

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

As of April 13, Wikimedia DC has 48 members in good standing; this represents an increase by 9 new members since our last meeting.

The membership includes 23 renewing members from last year and 25 new members. There remain 34 previous members who have not renewed their memberships this year; to date, we are maintaining a 40% membership renewal rate.

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

* Our Outreach grant from the WMF was approved, for about \$11000. We had this money left over from other grants and this new approval frees it up for more uses this year. It's still restricted, but less so than last month. A hard requirement of the new grant is that we are demonstrably a tax-exempt organization.

* GLAM boot camp expenses: Travel expenses for seven people totaled about \$4000. We expect to pay on the order of \$1292 to Hostelling International for GLAM boot camp housing.

* New memberships, fees were all small amounts.

* Rent was again \$165/month

Liabilities (possible future expenses)

* We have a liability of \$508 to the IRS, which we are not paying yet; if our tax-exempt status is properly resolved in time we do not owe it.

* We approved the grant request for the Smithsonian Women in the Arts editathon refreshments on 3/29 and expect to pay \$300-400 for that.

* As a new treasurer, I'm set up on all the relevant accounts and tools now (I think).

6. Speaking on behalf of the Grants Committee, Mr. Meyer reported that a grant application from Sara Snyder of the Smithsonian Institution had been approved and funded.
7. Mr. Lokshin submitted a written report on behalf of the Governance Committee, which was entered into the Minutes:

The Governance Committee has prepared drafts of the Expense Reimbursement Policy and the Friendly Space Policy; these drafts have been submitted to the Board for review and approval.

The current schedule for submission of additional drafts to the Board is as follows:

To be prepared for the May Board meeting:

- (1) Travel Policy
- (2) Privacy Policy

To be prepared for the June Board meeting:

- (3) Record Retention and Document Destruction Policy
- (4) Fiscal Control Policy

This schedule is subject to change based on ongoing organizational needs.

8. Mr. Hayes reported that he and several other Wikimedians had visited a number of Congressional offices as part of the Wiki Loves Capitol Hill outreach program, and noted that the presentations delivered to Congressional staff had been well received.
9. A proposed resolution authorizing the opening of additional bank accounts was discussed. A motion by Mr. Bashour to adopt the resolution as written was seconded and passed without dissent, and the resolution was entered into the Minutes:
 1. The President is authorized to open or cause to be opened, from time to time, such additional bank accounts as may be necessary to comply with the requirements of certain grant agreements executed by the Corporation.
 2. Any bank account opened under the provisions of this resolution shall be located at Wells Fargo Bank; shall be held in the name of the Corporation; and shall be accessible to the President and the Treasurer.
 3. The Board of Directors hereby ratifies the President's prior actions with regards to the opening of additional bank accounts, provided that such actions would have been authorized had the preceding paragraphs of this resolution been in effect at the time said actions were taken.

10. A proposed resolution to amend the Non-Discrimination Policy 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:

The Non-Discrimination Policy is amended:

(a) By removing "sexual orientation, sexual identity," and inserting "sexual orientation or identity, gender identity or expression," in its place in In Article III, Paragraph 1; and

(b) By inserting "gender identity or expression, " after both instances of "sexual orientation, " in Article VI, Paragraph 3.

11. The proposed Expense Reimbursement Policy was discussed, and consideration of the proposal was postponed until the next meeting of the Board of Directors.
12. The proposed Friendly Space Policy was discussed and amended. A motion by Mr. Hare 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 Friendly Space Policy ("Policy") is to ensure that events held by Wikimedia District of Columbia are free of harassment and other unwelcome behavior.

2. Scope. This Policy applies to all events which are solely organized or hosted by Wikimedia District of Columbia; and to those events jointly organized or hosted by Wikimedia District of Columbia, where Wikimedia District of Columbia has both authority and reasonable means to implement the provisions of this Policy. It does not apply to events organized or hosted by organizations other than Wikimedia District of Columbia, where Wikimedia District of Columbia lacks either authority or reasonable means to implement the provisions of this Policy.

ARTICLE II - GENERAL PROVISIONS

1. Responsibility. The President of Wikimedia District of Columbia (the "President") shall be responsible for implementing the provisions of this Policy, and shall have full authority to carry out such actions as may be necessary for their implementation.

2. Delegation. The President may, at his or her discretion, delegate authority for carrying out actions pursuant to this policy to another person or persons, provided that such delegation shall be in writing, and shall not be inconsistent with the applicable provisions of the Delegation of Authority Policy.

3. Agency. The President, and any other person to whom the President delegates authority under this Policy, shall act as an agent of Wikimedia District of Columbia for the purposes of implementing the provisions of this Policy. Any such agent who attends an event shall be referred to as a "Responsible Agent".

4. Legal Compliance. No provision of this Policy shall be interpreted in a manner that conflicts with any applicable law or regulation. It is the policy of Wikimedia District of Columbia to comply with all applicable laws and regulations at all times.

ARTICLE III - PROHIBITED BEHAVIOR

1. Prohibited Behavior. Prohibited behavior shall include, but shall not be limited to, unwelcome or offensive comments related to gender, sexual orientation, gender identity or expression, marital status, disability, physical appearance, body size, race, or religion; sexual images in public spaces; deliberate intimidation, stalking, unwelcome following, harassing photography or recording; sustained disruption of talks or other events, inappropriate physical contact; unwelcome sexual attention; and any other behavior that Wikimedia District of Columbia reasonably determines would interfere with its events or the safety and comfort of participants.

2. Corrective Action. Any person who engages in prohibited behavior may be subject to corrective action, as described in this Policy.

3. Reconciliation. Wikimedia District of Columbia encourages persons who may have engaged in unwelcome behavior to apologize for any offense they may have caused, such that corrective action is not necessary.

ARTICLE IV - CORRECTIVE ACTION

1. Authority. A decision to take corrective action pursuant to the provisions of this Policy shall only be made by a Responsible Agent. Under no circumstances shall any person who is not a Responsible Agent authorize such action to be taken, and any such authorization shall be null and void.

2. Cause for Action. Corrective action may be taken in any circumstance where prohibited behavior has occurred, is occurring, or can reasonably be expected to occur.

3. No Limitation. Any incidence of prohibited behavior may be subject to corrective action regardless of the severity of such behavior; regardless of whether such behavior is isolated or repeated; and regardless of whether such behavior constitutes an illegal act under any applicable law or

regulation.

4. Witnessing Prohibited Behavior. A Responsible Agent who personally witnesses a person engaged in prohibited behavior shall be authorized to immediately take corrective action.

5. Reports of Prohibited Behavior. A Responsible Agent who receives a report of prohibited behavior from another person shall take reasonable steps, including questioning witnesses, to determine whether such behavior actually took place prior to taking any corrective action.

6. Form of Action. A Responsible Agent may take such corrective action as is reasonably necessary to ensure compliance with the provisions of this policy and to protect the safety and interests of event attendees and Wikimedia District of Columbia. Permitted action shall include, but shall not be limited to, facilitating apologies and reconciliation; warning the offending party; expelling the offending party from part or all of an event; prohibiting the offending party from attending future events; and reporting the offending party to venue security or law enforcement.

7. Refunds. If any person is removed from an event for which an admission fee is charged as a result of corrective action taken under this Policy, Wikimedia District of Columbia shall refund such admission fee to the person in question.

ARTICLE V - NOTICES

1. Notices at Events. A notice regarding this Policy shall be publicly posted at any event to which it applies, provided that Wikimedia District of Columbia has both authority and reasonable means to effect such posting.

2. Form of Notice for Conferences. The following example text may be used as the notice regarding this policy at conferences:

Wikimedia District of Columbia is dedicated to providing a harassment-free conference experience for everyone, regardless of gender, sexual orientation, disability, physical appearance, body size, race, or religion. We do not tolerate harassment of conference participants in any form. This kind of behavior is not appropriate for any conference, and especially inappropriate for a community-oriented conference. Conference participants violating these rules may be sanctioned or expelled from the conference at the discretion of the conference organizers.

Harassment includes offensive comments related to gender, sexual orientation, gender identity or expression, disability, physical appearance, body size, race, or religion. Harassment also includes sexual images in

public spaces, deliberate intimidation, stalking, unwelcome following, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention. Participants asked to stop any harassing behavior are expected to comply immediately.

If a participant engages in harassing behavior, the conference organizers may take any action they deem appropriate, including warning the offender or expulsion from the conference. If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact a member of the conference staff immediately. Conference staff can be identified by special badges. Conference staff will be happy to help participants contact venue security or local law enforcement, provide escorts, or otherwise assist those experiencing harassment to feel safe for the duration of the conference. We value your attendance.

We expect participants to follow these policies at all conference venues and conference-related social events.

3. Form of Notice for Other Events. The following example text may be used as the notice regarding this policy at other events:

Wikimedia District of Columbia is dedicated to providing a harassment-free event experience for everyone, regardless of gender, sexual orientation, disability, physical appearance, body size, race, or religion. We do not tolerate harassment of event participants in any form. This kind of behavior is not appropriate for any event, and especially inappropriate for a community-oriented event. Event participants violating these rules may be sanctioned or expelled from the event at the discretion of the event organizers.

Harassment includes offensive comments related to gender, sexual orientation, gender identity or expression, disability, physical appearance, body size, race, or religion. Harassment also includes sexual images in public spaces, deliberate intimidation, stalking, unwelcome following, harassing photography or recording, sustained disruption of talks or other activities, inappropriate physical contact, and unwelcome sexual attention. Participants asked to stop any harassing behavior are expected to comply immediately.

If a participant engages in harassing behavior, the event organizers may take any action they deem appropriate, including warning the offender or expulsion from the event. If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact a member of the event staff immediately. Event staff will be happy to help participants contact venue security or local law enforcement, provide escorts, or otherwise assist those experiencing harassment to feel safe for

the duration of the event. We value your attendance.

4. Notice Regarding Potentially Offensive Topics. Any person who intends to discuss or present material related to potentially sensitive or offensive topics at an event is encouraged to provide appropriate notice to attendees prior to engaging in such discussion or presentation.

13. The Corporation's Activity Report for the First Quarter of Fiscal Year 2012–13 was discussed and amended. A motion by Mr. Hare to adopt the report as amended was seconded and passed without dissent, and the report was entered into the Minutes.

[document attached]

14. The Corporation's Activity Report for the Second Quarter of Fiscal Year 2012–13 was discussed and amended. A motion by Mr. Hare to adopt the report as amended was seconded and passed without dissent, and the report was entered into the Minutes.

[document attached]

15. The Corporation's application for tax exemption under Section 501(c)(3) of the Internal Revenue Code was discussed.
16. The opening of a Wikipedian-in-Residence position at the Smithsonian Institution was discussed.
17. A potential future donation of content by the National Gallery was discussed.
18. A motion by Mr. Hare to appoint Matthew Bisanz to the Governance Committee was seconded and passed without dissent.
19. The date of the next meeting of the Board of Directors was set to May 11, 2013, at 2:00 PM, at the Corporation's offices at 1629 K Street NW, Suite 300.

The meeting was adjourned at 5:17 PM.

Approved on _____, _____.

Kirill Lokshin
Secretary

James Hare
President