

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

January 19, 2013

Tenley-Friendship Neighborhood Library, 4450 Wisconsin Avenue NW, Washington, DC

Board Members Present: Kristin Anderson
 Nicholas Bashour
 James Hare
 Kirill Lokshin
 Tom Risen

Board Members Not Present: Katie Filbert
 Tiffany L. Smith

Guests: Jim Hayes
 Peter Meyer
 Robert Platt

The meeting was called to order by Mr. Bashour at 2:16 PM.

1. A motion by Mr. Bashour to ratify the rescheduling of the November 10, 2012 meeting of the Board of Directors to January 19, 2013 was seconded and passed without dissent.
2. A motion by Mr. Hare to approve the Minutes of the October 6 meeting of the Board of Directors in the form previously distributed was seconded and passed without dissent.
3. Mr. Bashour submitted a written report, which was entered into the Minutes:

My tasks have been maintaining our social media presence on Twitter and Facebook, as well as Meetup.com. So far, we have 527 followers on twitter, 639 likes on Facebook, and 65 members on Meetup.com.

I think we should plan a few more social events and get together. The Wikivoyage Launch/Wikipedia birthday is a good opportunity, as well as possibly a State of the Union watch party. February is Black History Month and it would be nice to do an event for that, possibly with the MLK library. March is women's history month, and likewise it would be nice to do something then, particularly march 8, which is international women's day. Preference is for an educational/cultural type event that includes a social element after, but if we only have time/resources to plan social gatherings around these topics, then it would be better than nothing.

4. Mr. Risen reported that the Wikimedia DC holiday party had been a success, and that the National Press Club had expressed interest in further collaboration and additional joint events.

He noted that the Freedom to Connect (F2C) conference, to be held in March, was a potential outreach opportunity for the Corporation, and suggested that the DC Nightowls meetup group could be a potential partner for additional activities.

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

Wikimedia DC currently has 19 members in good standing, including 15 existing members who have renewed their memberships and 4 new members. 42 former members have not, as yet, renewed their memberships; it is expected that we will achieve at least a 30% renewal rate with this group over the next few weeks.

6. Mr. Hare submitted a written report, which was entered into the Minutes:

As of close of business January 18, 2013, Wikimedia District of Columbia has \$16,157.05 in total assets, including in the following cash accounts:

- WMF Bootstrapping Grant: \$2,628.38
- WMF Events 2012 Grant: \$8,823.52, plus \$668.35 in prepaid cards
- WMF Wiki Loves Monument 2012 Grant: \$1,594.18
- Unrestricted, including PayPal balance: \$437.23

We also have \$1,923.94 in fixed assets, pending depreciation, and \$81.45 in prepaid expenses.

Since October 1, 2012, Wikimedia District has accrued \$3,086.00 of revenue from the following sources:

- Grants and sponsorships: \$2,750.00 (WLM grant)
- Donations: \$176.00 (\$76.00 of which is an overdue payment for Wikimania, so this may be later sorted into a different account or retroactively incorporated into the 2011-2012 financial report)
- Membership dues: \$160.00

Additionally, \$2,458.04 of expenses have been accrued since October 1, 2012 for the following purposes:

- A sponsorship of the National Press Club's Young Member Committee's holiday party and Wiki Loves Monuments USA finalist exhibition, including the exhibit itself, at \$625.92.
- Reimbursement of Dominic McDevitt-Parks to attend the Museum Computer Network conference, pursuant to a grant, in the amount of \$592.70.
- Catering for a Wiki Loves Libraries event in the amount of \$469.40.
- A Wiki Loves Monument prize in the amount of \$450.00.
- Website hosting fees in the amount of \$119.85.
- Six-month Meetup.com dues: \$72.00
- Transaction fees in the amount of \$53.22.
- Overdue Wikimania refund in the amount of \$35.00. Later, an additional outlay of \$55.00 will be made. These two represent overdue

refunds, funded in part by the overdue \$76.00 payment. I will personally make up the \$14.00 difference. Like the overdue Wikimania payment above, this may be retroactively incorporated into the 2011-2012 financial report.

Wikimedia District of Columbia has no liabilities at this time.

* Ms. Anderson joined the meeting *

7. Ms. Anderson submitted a written report, which was entered into the Minutes:

My principal activities since our last meeting have been outreach, editathons, and clearing the assessment backlog at WikiProject Indigenous peoples of North America, in collaboration with User:Dthomsen8. The collaboration with Dthomsen8 is an example of the positive synergy that can result from meeting another editor in person at Wikimania.

I am pleased to report that the Wikipedia Workshops which I taught Jan. 3 and 4 at the Missoula Public Library and the Mansfield Library at the University of Montana Missoula were quite successful, and received favorable news coverage in the local paper. Turnout was about a dozen people at the university, principally university library staff. At the public library, we had 25 local attendees plus 7 public library staffers. A big thanks to all the librarians who made this possible!

https://en.wikipedia.org/wiki/Wikipedia:Meetup/Missoula/Wiki_Loves_Libraries_2013

http://missoulain.com/entertainment/books-and-literature/shelf-life-eager-editors-can-improve-wikipedia/article_2b0eafd8-510e-11e2-a536-0019bb2963f4.html

http://missoulain.com/news/state-and-regional/missoula-residents-offered-crash-course-in-wikipedia-editing/article_bb96a0de-5545-11e2-a8d6-001a4bcf887a.html

While in Missoula, I also spent an afternoon in one-on-one Wikipedia tutoring with local authors Dorothy and Greg Patent. (I was rewarded with a sample of Mr. Patent's Boston cream pie, and would now recommend his baking books to anyone!)

At the Dec. 14 Press Club Meetup, Peter Meyer and I had productive exploratory conversations with Greg Bloom, who is interested in creating a Washington DC Wiki focused on social services, and in a possible Wikipedian in Residence at DC Public Library.

On Dec. 18, I attended the Baltimore Wikipedia Workshop, organized by our lively volunteer Groupuscule.

https://en.wikipedia.org/wiki/Wikipedia:Meetup/Baltimore_2

In November and December I had conversations with various staff regarding tasks and position descriptions for a World Digital Library Wikipedian-in-Residence at the Library of Congress. I was also able to identify some materials in Native American languages in the LC Manuscript Division which might be digitized for Commons or WikiSource. The Cheyenne language translation of Luther's Small Catechism I discovered in the general collections is now uploaded to Commons and accessible.

An unexpected opportunity in November made it possible for me to tour the National Audiovisual Conservation Center in Culpepper, VA, and take photographs for uploading to Commons.

On Oct. 27, I attended the International Brotherhood of Teamsters Labor History Research Center Editathon.

On Oct. 20, I attended the George Washington University Global Resources Center Editathon.

<https://en.wikipedia.org/wiki/Wikipedia:Meetup/DC/WLL/2012/2>

On Oct. 12, I attended the Wikipedia Loves Libraries: Backstage at the Smithsonian Libraries Editathon.

<https://en.wikipedia.org/wiki/Wikipedia:Meetup/DC/WLL/2012>

A special thanks to our GLAM partners and to User:Slowking4, for his presentations and tutoring assistance at editathons!

Last but not least, a big shoutout to User:Dominic. It was an honor to be asked to introduce him for his LC webcast. We all wish him the best as he moves on to new projects after his excellent contributions at the National Archives!

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

The Fundraising Committee has submitted an interim report for its bootstrapping grant from the Wikimedia Foundation, which is available here: http://meta.wikimedia.org/wiki/Grants:WM_US-DC/Bootstrapping_grant/Report. Due to remaining objectives, the Wikimedia Foundation has granted an extension of the project through September 30, 2013.

Reports for the Wikimedia Foundation grants entitled "Events 2012" and "Wiki Loves Monuments 2012 USA" are due March 31, 2013.

The Fundraising Committee has a draft application for 2013 events which has not been developed in several months, available here: [<http://wikimediadc.org/wiki/Internal:Grants/Wikimedia_Foundation_\(2013\)>](http://wikimediadc.org/wiki/Internal:Grants/Wikimedia_Foundation_(2013)). Once the Board of Directors has established priorities for 2013, the Fundraising Committee will craft a proposal based on such proposed activities.

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

We updated the wiki to newest version.

We downgraded our Linode plan to the \$19.99/month plan which is still more than sufficient for our needs now. During Wiki Loves Monuments, we definitely justified the more expensive plan in terms of bandwidth used.

10. Mr. Hare submitted an additional written report in his capacity as Wikimania Coordinator, which was entered into the Minutes:

In October 2012, the Library of Congress reported a \$2,226.18 surplus from our payment of fees to them for the Google Opening Reception. We had the option of either receiving a refund or donating the surplus to the Library. I elected to donate the surplus to the Library, seeing as we would not have been able to use the surplus for ourselves due to our donor agreement with the Wikimedia Foundation.

We have almost all of the videos from the production company now. I am waiting on one more, plus a few corrections. Once all the outstanding issues are settled, I will receive the master hard drive from them and begin the process of uploading the videos to Wikimedia Commons.

Additionally, I have prepared a Guide for Planning Wikimania, attached to this report, for the benefit of the Wikimedia Foundation and the Wikimania 2013 team. I have also rewritten the Wikimania Handbook on Meta-Wiki.

[document attached]

11. Mr. Lokshin reported that the Corporation had received letters from Wikimedia Sverige and Wikimedia Deutschland.
12. A plan to lease office space in Washington, DC for Fiscal Year 2012–13 was discussed. A motion by Mr. Hare to adopt a resolution regarding said lease was seconded and passed without dissent, and said resolution was entered into the Minutes:

1. The Treasurer is authorized to execute a lease agreement with O.S.I.

Management Inc. for virtual office services at 1629 K Street NW, Suite 300, Washington, D.C. (the "Office").

2. The Secretary shall have the sole authority to schedule office and meeting room usage at the Office.

3. The Secretary is responsible for tracking usage of hours at the Office to ensure that usage does not exceed the monthly time allocation as provided for in the lease agreement. Any use in excess of the monthly time allocation shall additionally require the approval of the Treasurer.

13. A proposal to create a Cultural Partnerships Coordinator position was discussed. A motion by Mr. Lokshin to adopt a resolution regarding said position was seconded and passed without dissent, and said resolution was entered into the Minutes:

1. The Cultural Partnerships Coordinator shall be an unpaid, volunteer staff position reporting to the Board of Directors.

2. The Cultural Partnerships Coordinator shall be responsible for:

(a) Serving as a point of contact for DC-area cultural institutions and professionals looking for guidance from Wikimedia;

(b) Facilitating communication and sharing of best practices among professionals and Wikimedians and between the two groups;

(c) Helping to initiate and evaluate partnerships between institutions and Wikimedia DC, as appropriate, in the interest of the chapter's goals and the Wikimedia movement as a whole; and

(d) Serving as the bridge between the Wikimedia DC community and the global GLAM-Wiki community.

14. A motion by Mr. Bashour to appoint Mr. McDevitt-Parks as the Cultural Partnerships Coordinator was seconded and passed without dissent.

15. A motion by Mr. Lokshin to postpone discussion of the proposal to recruit an Events Coordinator until after the discussion regarding the Annual Plan for Fiscal Year 2012–13 was seconded and passed without dissent.

16. The Annual Plan for Fiscal Year 2012–13 was discussed and amended. A motion by Mr. Lokshin to adopt the plan as amended was seconded and passed without dissent, and the plan was entered into the Minutes.

[document attached]

17. A proposal to create an Events Coordinator position was discussed. A motion by Mr. Bashour to adopt a resolution regarding said position was seconded and passed without dissent, and said resolution was entered into the Minutes:

1. The Events Coordinator shall be an unpaid, volunteer staff position reporting to the Board of Directors.
 2. The Events Coordinator shall be responsible for:
 - (a) Coordinating the scheduling of Wikimedia DC events;
 - (b) Connecting event planners with volunteers to assist with setup and logistics; and
 - (c) Recruiting and maintaining a pool of volunteers that can be called upon to help with specific events as necessary.
18. A proposal to create a Social Media Coordinator position was discussed. A motion by Mr. Bashour to adopt a resolution regarding said position was seconded and passed without dissent, and said resolution was entered into the Minutes:
1. The Social Media Coordinator shall be an unpaid, volunteer staff position reporting to the Board of Directors.
 2. The Social Media Coordinator shall be responsible for:
 - (a) Updating the Wikimedia DC Facebook page and Twitter feed; and
 - (b) Recruiting volunteers to write guest posts on the Wikimedia DC blog as necessary.
19. A motion by Mr. Bashour to authorize the Secretary to solicit applications for the positions of Events Coordinator and Social Media Coordinator was seconded and passed without dissent.
20. The date of the next meeting of the Membership of the Corporation was set to March 9, 2013, at 2:00 PM, at the Tenley-Friendship Neighborhood Library.
21. The date of the next meeting of the Board of Directors was set to February 9, 2013, at 3:00 PM, at the Corporation's offices at 1629 K Street NW, Suite 300.
22. Plans for potential briefings for Congressional staff were discussed.

The meeting was adjourned at 4:19 PM.

Approved on _____, _____.

Kirill Lokshin
Secretary

Nicholas Bashour
President