

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

March 16, 2013

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

Board Members Present: Kristin Anderson
Katie Filbert
James Hare
Kirill Lokshin
Peter Meyer

Board Members Not Present: Nicholas Bashour
Tiffany L. Smith

Guests: Peter Hess
Richard Knipel
Lane Rasberry
Kathryn Tinker

The meeting was called to order by Mr. Hare at 2:19 PM.

1. A motion by Mr. Lokshin to approve the Minutes of the February 9 meeting of the Board of Directors in the form previously distributed was seconded and passed without dissent.
2. Mr. Hare reported that the Corporation had held its Annual Membership Meeting on March 9, noting that attendance at the meeting had been low and that increasing membership was consequently a key goal for the Corporation during the current year. Mr. Hare further reported that he had attended the Legislative Data Workshop event at the Cato Institute, and that he was in contact with Jim Harper and hoped to continue a partnership with the Institute. He further reported that he was in discussions with Conversation Starters and the Social Media Club regarding potential joint events.
3. Ms. Anderson reported that a professor at UCLA was working on a wiki for revitalizing Native American languages, noting that the project would be under the control of the native language community.
4. Mr. Lokshin submitted a written report, which was entered into the Minutes:

As of March 15, Wikimedia DC has 39 members in good standing; these include 23 renewing members from last year and 16 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.

I am currently preparing a Member Recruitment and Retention Plan,

which will address membership expansion and maintenance efforts through the end of Fiscal Year 2013-14. I intend to submit this plan for the Board's approval by the time of our next meeting.

I have begun preparing a new application for 501(c)(3) certification, which is to be submitted to the IRS, as well as an application for a District of Columbia Charitable Solicitation License for our new operating location at 1629 K Street; drafts of both documents will be circulated to the Board once they are complete.

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

As of close of business on March 15, 2013, Wikimedia District of Columbia had \$19,128.66 in net assets. Assets were principally in these accounts:

- Unrestricted: \$3254.13 (including 486.49 in prepaid cards, which James and Peter carry for small expenses)
- WMF Bootstrapping Grant: \$2,628.38
- WMF events 2012 Grant: \$9491.87
- WMF Wiki Loves Monuments 2012 Grant: \$1,594.18

The chapter also has \$1923.94 of fixed assets (equipment) and \$236.16 of prepaid expenses (mostly at Linode for our web site).

Revenues. The chapter accrued \$5140 of revenue from Feb 7 to Mar 15, 2013 (\$10276 since 10/1/12) from these sources:

- Donations: \$5000.00 (Total since 10/1/12: \$7190.00)
- Membership dues: \$140.00 (Total since 10/1/12: \$300.00)
- Grants and sponsorships: \$0.00 (Total since 10/1/12: \$2,750.00)

The level of donations was unusually high this month. Some of this was associated with membership renewals.

Expenses. From Feb 7 to Mar 15, 2013, Wikimedia-DC incurred \$4061.29 of expenses (\$6,690.91 since 10/1/12) from the following sources:

- \$165.00 in rent (Total since 10/1/12: \$330.00)
- \$17.98 in administrative expenses and transaction fees (Total since 10/1/12: \$348.54)
- \$3858.36 for taxes (to IRS and DC city; we hope never to have to pay again, once Wiki-DC has tax-exempt certification)
- \$19.95 in technical expenses (Total since 10/1/12: \$180.99)
- \$0.00 in events (Total since 10/1/12: \$1,545.32)
- \$0.00 in grants (Total since 10/1/12: \$592.70)

Wikimedia District of Columbia had no substantial liabilities as of March 15 aside from recurring bills.

6. Speaking on behalf of the Audit Committee, Mr. Lokshin noted that a report had been filed as part of the Corporation's Annual Financial Report for Fiscal Year 2011-12.

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

Peter Meyer is the new chair of the Fundraising Committee as of yesterday when he was elected Treasurer of Wikimedia DC. This will be my last report on behalf of the Fundraising Committee.

The Committee submitted two grant reports to the Wikimedia Foundation, one for Events 2012 and one for the Wiki Loves Monuments grant. See http://meta.wikimedia.org/wiki/Grants:WM_US-DC/Events_2012/Report and http://meta.wikimedia.org/wiki/Grants:WM_US-DC/Wiki_Loves_Monuments_2012_USA/Report.

Based on leftover funds from those two grants, a new application entitled "Outreach 2013" has been submitted, consistent with the Annual Budget and Annual Plan. http://meta.wikimedia.org/wiki/Grants:WM_US-DC/Outreach_2013. We have not requested additional funds from the Wikimedia Foundation, but re-allocation of existing funds.

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

The Governance Committee has been asked to prepare drafts of several new and revised policies over the next several months. The current schedule for submission of these drafts to the Board is as follows:

To be prepared for the April Board meeting:

- (1) Expense Reimbursement Policy
- (2) Travel Policy

To be prepared for the May Board meeting:

- (3) Privacy Policy
- (4) Friendly Space Policy

To be prepared for the June Board meeting:

- (5) Record Retention and Document Destruction Policy
- (6) Fiscal Control Policy

This schedule is preliminary, and may change based on ongoing organizational needs.

9. A motion by Mr. Hare to appoint Mr. Hare and Mr. Lokshin as the Corporation's delegation to

the 2013 Wikimedia Conference in Milan was seconded and passed without dissent.

10. A request from Mr. Rasberry to make certain announcements on behalf of Wiki Project Med, Wikimedia Cascadia, and Wikimedia LGBT at the 2013 Wikimedia Conference in Milan was discussed.
11. A proposal by Mr. Knipel to organize an annual United States Wikimedia conference was discussed. A motion by Mr. Hare to express support for the conference was seconded and passed without dissent.
12. A proposal by Mr. Rasberry to develop a portfolio of common grant applications for use by Wikimedia chapters applying for funding through the Wikimedia Foundation Grants Program was discussed.
13. A proposal by Mr. Rasberry to conduct organizational peer reviews among individual Wikimedia chapters was discussed.

* Ms. Anderson left the meeting *

14. A proposal by Mr. Rasberry to develop a mechanism to provide vetting and certifications of affiliation for individuals engaged in Wikimedia-related outreach was discussed.

* The Board entered into executive session *

* The Board returned to open session *

15. A motion by Mr. Hare to appoint Ms. Tinker to the Board was seconded and passed by a count of three ayes (Ms. Filbert, Mr. Hare, and Mr. Lokshin) to one nay (Mr. Meyer).
16. A motion by Mr. Hare to appoint Mr. Lokshin and Ms. Tinker to the Audit Committee, and to appoint Mr. Lokshin as the chair of said committee, was seconded and passed without dissent.
17. A motion by Mr. Hare to appoint Ms. Rogers to the Technology Committee was seconded and passed without dissent.
18. A motion by Mr. Lokshin to appoint Mr. Hare to the Fundraising Committee was seconded and passed without dissent.
19. The date of the next meeting of the Board of Directors was set to April 16, 2013, at 3:00 PM, at the Corporation's offices at 1629 K Street NW, Suite 300.

The meeting was adjourned at 4:14 PM.

Approved on _____, _____.

Kirill Lokshin
Secretary

James Hare
President