

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

September 14, 2014

Wikimedia District of Columbia, 1730 Connecticut Avenue NW, Washington, DC

Board Members Present: James Hare [President]
 Emily Temple-Wood [Vice President]
 Kirill Lokshin [Secretary]
 Peter Meyer [Treasurer]
 Nicholas Bashour

Board Members Not Present: John Gallagher

Guests: Karen Peterson
 John Sadowski
 Diane Shaw

The meeting was called to order by Mr. Hare at 2:17 PM.

1. A motion by Mr. Meyer to approve the Minutes of the August 17 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:

Since the last board meeting, Wikimedia DC hosted several events, including the Chronicling America edit-a-thon with the University of Maryland, the “Transparency Time” presentation on Capitol Hill with the Cato Institute on Congressional edits to Wikipedia, a dinner meetup, and a presentation on Wikipedia at the Laurel Historical Society. Our connections with the organizations we worked with for these events remain strong, and there is a lot of potential for future programming, including at UMD and with Congressional offices.

Over Labor Day weekend we hosted the Workshop Facilitator Training in College Park, Maryland. We brought talented and enthusiastic Wikipedians from across the United States (including some here in DC!) and trained them in hosting Wikipedia workshops focused on building community and producing content. There are some exciting plans in the works for activities throughout the country. The key now is to follow through with our attendees, as we have been doing over Facebook.

I have begun drafting the annual plan for next year. I am planning two workshop

programs for next year, plus our usual program of edit-a-thons. I would like to see a resurgence of the Education Program here in DC next year, since we have very unique opportunities to carry out an enriching program that combines classroom instruction and experience outside the classroom. Our program next year should also have an emphasis on training people and promotional events, including a Wikipedia Public Health Summit in September 2015 and maybe the Wikimedia Diversity Conference. I hope to have a draft done by the end of the month.

The Wikimedia Foundation has decreed that all WMF grantees need to implement “global metrics” for grants starting later this year. They’re mostly metrics we have been recording all this time, and there’s very little we would need to change to implement them. They will be standard in all our programs starting October 1.

We have an edit-a-thon with the Laurel Historical Society coming up on September 21, the second Open Government WikiHack on September 27–28, and an edit-a-thon with the National Museum of Natural History on October 17. We are also likely to have our annual meeting on October 18.

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

This month we had large expenses associated with our programs and grants, including checks clearing from the WikiConference USA. We have three grants from the WMF in progress including the Facilitators Training workshop from last month. I/we owe some payments out and a report back to WMF. Summer of Monuments continues, on budget so far as I can see. Our third grant covers smaller projects which continue in good order.

In total, Wikimedia DC has \$21,955.23 in liquid assets in Wells Fargo and Paypal accounts.

4. Mr. Meyer submitted a written report on behalf of the Public Policy Committee, which was entered into the Minutes:

We were on C-SPAN! Jim Hayes presented at a panel in congress organized by the Cato Institute, discussing whether and when congressional staffers have edited and should edit. Our general view is that we want them to, because of their special knowledge to contribute. However, they are interested parties. Our chapter can help by having joint events and jointly working out issues of notability, neutral phrasings, and article format.

So there is a discussion about organizing editathons with congressional offices specifically to offer guidance training and partnership on this. Cato staffer Michelle Newby who is experienced at editing legislative topics can help and speak at the event.

At a non-wiki conference I met Stephen LaPorte and Yana Welinder of the WMF Legal

department. They have reviewed trademark policies of various open-source and good-government organizations, internationally, and adjusted WMF's policy. They also can see how the US trademark law should be better and if our chapter someday focuses on this issue we can incorporate their findings and advice.

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

We are planning the Open Government WikiHack at the National Archives for September 27–28. This event will be held in partnership with the National Archives and will feature a Wikidata training by James Forrester. Registration has been strong thus far.

Our committee is considering what shape the program should take. We are interested in an event that focuses on education rather than strictly production, since education allows for broader participation and are more sustainable in the long-term. This program area is still new to us but we are looking forward to an excellent and interesting event at the end of September!

** Mr. Bashour joined the meeting at 2:19 PM **

6. The draft Technology Access Policy was discussed. A motion by Mr. Lokshin to adopt the policy as written was seconded and passed without dissent, and the policy was entered into the Minutes:

ARTICLE I – PURPOSE

1. Purpose. The purpose of the Technology Access Policy ("Policy") is to establish rules concerning access to information technology resources used by Wikimedia District of Columbia (the "Corporation").

ARTICLE II – EMAIL ADDRESSES

1. Definition. A "Corporation Email Address" shall refer to any email address associated with a domain name owned by the Corporation, with the exception of domain names which are held by the Corporation exclusively for the benefit and use of another organization pursuant to an agreement between the Corporation and said organization.

2. No Personal Use. A Corporation Email Address shall only be used for conducting the official business of the Corporation. Personal use of a Corporation Email Address is prohibited.

3. Assignment. The Secretary shall assign a Corporation Email Address to each Officer and Director of the Corporation, to each staff member of the Corporation, and to any

contractor engaged by the Corporation whose specific duties require the use of a Corporation Email Address.

4. Revocation. A person who has been assigned a Corporation Email Address and who ceases to meet the criteria listed in Article II, Paragraph 3 of this Policy shall have his or her access to said Corporation Email Address revoked ninety (90) days after ceasing to meet such criteria, unless the President determines that said person remains involved in the Corporation's activities in a capacity which requires continued access to a Corporation Email Address.

ARTICLE III – PERSONALLY IDENTIFIABLE INFORMATION

1. Definitions. As used in this Policy, the following terms have the indicated meaning:

(a) "Personally Identifiable Information" ("PII") refers to any information about a specific individual, including (i) any information that can be used to distinguish or trace an individual's identity, whether alone or when combined with other personal or identifying information; and (ii) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.

(b) "Sensitive Personally Identifiable Information" ("Sensitive PII") refers to personally identifiable information, which if lost, compromised, or disclosed without authorization, could result in substantial harm, embarrassment, inconvenience, or unfairness to an individual.

2. Standards for Tools. Any tool used by the Corporation to collect or store Sensitive PII ("Sensitive PII Tool") shall support industry-grade encryption and the restriction of access to individual persons.

3. Access. Individuals shall only be granted access to a Sensitive PII Tool on a need-to-know basis and with the approval of the President. Each account used to access a Sensitive PII Tool shall be assigned for the exclusive use of one person, and the sharing of such accounts shall be prohibited.

4. List of Tools. A list of Sensitive PII Tools shall be maintained by the President, or by an individual duly appointed by the President for this purpose. The list shall include the name of each Sensitive PII Tool, the location where said tool is installed or accessed, and a list of persons with access to said tool.

ARTICLE IV – SERVERS

1. Use. Any server leased or operated by the Corporation ("Corporation Server") shall only be used for purposes that further the interests of the Corporation, including

technical projects which have been approved by the Corporation.

2. Shell Accounts. Shell access to any Corporation Server shall only be granted with the approval of the President. A list of active shell accounts shall be maintained by the President, or by an individual duly appointed by the President for this purpose.

3. Root Access. Root access for a shell account shall only be granted with the approval of the President.

** Ms. Temple-Wood joined the meeting at 2:41 PM **

7. A proposed resolution to establish a Safe Space Committee was discussed and amended. A motion by Mr. Lokshin to adopt the resolution as amended was seconded and passed without dissent, and the resolution was entered into the Minutes:

1. The Safe Space Committee shall be a standing committee of the Board of Directors of Wikimedia District of Columbia ("Wikimedia DC"), and shall consist of two or more Directors.

2. The Safe Space Committee shall be responsible for investigating reports of harassment, including, but not limited to, sexual harassment, which involve Wikimedia DC members, staff, or volunteers; or relate to events hosted, organized, funded, or supported by Wikimedia DC; or otherwise reasonably bear upon the activities and mission of Wikimedia DC.

3. The Safe Space Committee shall have full authority to carry out any and all corrective actions pursuant to the provisions of the Friendly Space Policy, and all other related policies, as may be necessary to resolve matters under investigation; provided, however, that any contemplated corrective action in relation to an Officer or Director of Wikimedia DC shall be presented to the Board of Directors for concurrence by a majority of uninvolved Directors.

4. The provisions of this resolution supersede the designation of the Safe Space Coordinator in Resolution 4.B13.6 and the associated provisions thereof.

8. A motion by Mr. Hare to appoint Mr. Lokshin and Ms. Temple-Wood to the Safe Space Committee, and to appoint Ms. Temple-Wood as the chair of said committee, was seconded and passed without dissent.

** Ms. Peterson joined the meeting at 3:09 PM **

9. A proposed resolution to establish an Executive Committee 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:

1. The Executive Committee shall be a standing committee of the Board of Directors ("Board") of Wikimedia District of Columbia.
2. The Executive Committee shall be comprised of the principal Officers of Wikimedia District of Columbia, namely the President, the Vice President, the Secretary, and the Treasurer, each of whom shall be a member of the committee ex officio.
3. The President shall serve as the Chair of the Executive Committee ex officio.
4. The Executive Committee shall be responsible for preparing the order of business for each regular meeting of the Board in accordance with the applicable provisions of the Board Meeting Policy; and shall distribute said order of business to the Board no later than fourteen (14) days prior to each regular meeting of the Board.
5. The Executive Committee shall be responsible for preparing a report, which shall document the state and activities of Wikimedia District of Columbia, the activity of each of the advisory committees thereof, and any other matter which the Executive Committee deems relevant to the business of Wikimedia District of Columbia or to the deliberations of the Board; and shall distribute said report to the Board no later than seven (7) days prior to each regular meeting of the Board.
6. The Executive Committee shall carry out such other duties as the Board may from time to time delegate to it.

** The meeting recessed at 3:12 PM and reconvened at 3:21 PM **

10. A proposed resolution to amend the Board Meeting Policy was discussed and amended. A motion by Mr. Hare to adopt the resolution as amended was seconded and passed without dissent, and the resolution was entered into the Minutes:

The Board Meeting Policy is amended as follows:

1. The following text is inserted after Article I:

ARTICLE II - SCHEDULE

1. Regular Meetings. The Board shall hold a regular meeting once every two (2) months, with the first meeting of each fiscal year taking place in the first month of said fiscal year; provided, however, that any regular meeting may be postponed to the following month if necessary.

2. Time and Place of Meetings. The President shall be responsible for determining the time and place of each regular meeting of the Board, and shall announce said time and place no later than four (4) weeks prior to each meeting. Prior to determining the time and place of the meeting, the President shall consult with the Board, and shall employ all reasonable efforts to select a time that is mutually acceptable to all Directors.

3. Special Meetings. The Board shall hold such special meetings as may be called by the President, at such time and place as the President may determine; provided, however, that the President shall not call such meetings unless urgent business is required to be transacted by the Board.

2. Article II is struck in its entirety and replaced with the following text:

ARTICLE III - ORDER OF BUSINESS

1. Standing Order of Business. The standing order of business at regular meetings of the Board shall be as follows:

- (a) Approval of the minutes of the previous meeting
- (b) Report from the Executive Committee
- (c) Reports from other standing and special committees
- (d) Scheduled business
- (e) Open discussion

2. Specific Order of Business. The Executive Committee shall prepare a specific order of business for each regular meeting of the Board, which shall not be inconsistent with the standing order of business, and which shall be distributed to the Board no later than two (2) weeks prior to said meeting.

3. Scheduled Business. The scheduled business at each regular meeting of the Board shall consist of such items of unfinished business as may have been postponed from a prior meeting, and such items of new business as may have been prepared in advance for consideration at the meeting. The Executive Committee shall be responsible for ensuring that all scheduled business is ready to be presented to the Board for consideration at least two (2) weeks prior to each meeting, and no item shall be entered as scheduled business unless the Executive Committee deems it ready for such consideration.

4. Open Discussion. The open discussion at each regular meeting of the Board shall be an unstructured period for discussion of any matter relevant to the business or mission of Wikimedia District of Columbia as may be brought forward by any Officer or Director of Wikimedia District of Columbia; or by

any standing, special, or advisory committee thereof; or by any guest present at the meeting. No substantive business shall be transacted during the open discussion except by the agreement of a majority of those Directors present and voting, and Directors are expected to refrain from proposing such business except in urgent circumstances.

3. Articles III and IV are renumbered as Articles IV and V, respectively

11. A proposed resolution regarding the 2014 Distinguished Service Award was discussed and amended. A motion by Mr. Hare to adopt the resolution as amended was seconded and passed without dissent, and the resolution was entered into the Minutes:

Wikimedia District of Columbia awards its 2014 Distinguished Service Award to Andrew Lih of American University for exemplary contributions to the advancement of public knowledge and the collection, development, and dissemination of educational content.

As a journalism professor at American University, Professor Lih taught an innovative course on the role of Wikipedia in the development of public knowledge. This course included thorough instruction on Wikipedia's history, its role in society, and how its editing processes work. Professor Lih worked closely with Wikimedia District of Columbia to organize several edit-a-thons in partnership with local cultural organizations, helping to build our network of partners in the region. His work as an academic has helped advance the mission of Wikimedia District of Columbia.

Wikimedia District of Columbia looks forward to continuing our collaboration with Professor Lih to improve the Wikimedia projects and to increase our presence as a regional organization.

12. A proposed resolution regarding the 2014 Volunteer of the Year Award was discussed. A motion by Mr. Hare to bestow said award on Kristin Anderson and Jim Hayes was seconded and passed without dissent, and further consideration of the resolution was postponed until the next meeting of the Board.
13. The results of the 2014 Workshop Facilitator Training were discussed.
14. Plans for ongoing and future content programs were discussed.
15. A motion by Mr. Hare to hold the next annual meeting of the membership of the Corporation on October 18, 2014, at the National Archives, was seconded and passed without dissent.
16. The date of the next meeting of the Board of Directors was set to October 12, 2014, at 2:00 PM, at the Corporation's offices at 1730 Connecticut Avenue NW.

The meeting was adjourned at 4:02 PM.

Approved on _____, _____.

Kirill Lokshin
Secretary

James Hare
President