

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

February 15, 2015

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]
 Trisha Melikian
 John Sadowski
 Diane Shaw

The meeting was called to order by Mr. Hare at 2:28 PM.

1. A motion by Mr. Hare to approve the Minutes of the December 14 meeting of the Board of Directors in the form previously distributed was seconded and passed without dissent.
2. Mr. Hare submitted a written report on behalf of the Executive Committee, which was entered into the Minutes:

EXECUTIVE SUMMARY

Wikimedia DC is beginning to enter its most active season for edit-a-thons. Plans for our more complex programs later in the year are also coming together, and we have developed several proposals that will streamline our organizational structure. We are breaking ground with partnerships, expanding our reach through new programs and awarding a record number of grants. This rapid growth is very exciting, but raises certain potential risks for the organization that the Board of Directors should consider.

PROGRAMS

Events:

We partnered with the Walters Art Museum in Baltimore for the ArtBytes Hackathon from February 6–8, focusing on the intersection of technology and the arts. We promoted Wikidata as a platform for storing and sharing structured data on the museum's collection.

Our first edit-a-thon with Professor Andrew Lih's COMM 535 class at American

University was on February 10 at the National Museum of American History, focusing on Japanese-American history during World War II.

We held dinner meetups on December 14 and January 31, and WikiSalons on December 18, January 14, and February 11.

Planned Events:

Wikimedia DC is supporting the Wiki Loves Small Museums workshop at the Small Museum Association Conference on February 15. The goal of Wiki Loves Small Museums is to reach out to small museums and to encourage them to digitize photographs for upload to Wikimedia Commons. The program is supported by a grant from Wikimedia DC to pay for volunteer support.

We have several upcoming edit-a-thons. The University of Maryland has invited Wikimedia DC to participate in the “WikiTurgy” edit-a-thon on February 17. We are also hosting two Black History Month events: the first with Howard University on February 24, and a “first edit” event with NPR on February 19. For Women’s History Month, the third annual Women in the Arts edit-a-thon will be held at the National Museum of Women in the Arts on March 8, and the third “She Blinded Me with Science” edit-a-thon will be held with the Smithsonian Institution Archives on March 27.

We will host a WikiSalon on March 11 and dinner meetups on February 28 and March 28.

Summer of Monuments:

We finally finished reviewing over 10,000 submissions from the contest, reducing the list down to 807 finalists. These 807 finalists are under review by the jury, and the top 10 should be determined by the end of February. An analysis of the outcome of Summer of Monuments is underway; preliminary findings suggest that the program was effective in improving coverage of certain Southern states.

Cultural Partnerships Program:

James Hare will be meeting with the GLAM-Wiki US Consortium during their meeting at the National Archives on March 21–22. The Wikimedia DC cultural partnerships program will focus on empowering the Consortium and other volunteers to engage in outreach work. The new cultural partnerships coordinator should be on-boarded by July 1, three months behind schedule.

Wikipedia Space:

Andrew Lih was awarded a grant from the Knight Foundation to develop a portable Wikipedia exhibit called “Wikipedia Space,” which will be based in the Innovation Hub of the National Archives. We look forward to collaborating with him on this project.

WikiConference USA:

Wikimedia DC is partnering with the Wiki Education Foundation to host WikiConference USA 2015 in Washington, DC from July 31 to August 2. The Wiki Education Foundation is organizing a planning meeting on March 14 at the Dupont Circle Hotel. Under an agreement negotiated by James Hare and Wiki Education Foundation Executive Director Frank Schulenburg, Wikimedia DC will be responsible for assembling the program and awarding scholarships, while the Wiki Education Foundation will manage logistics, press outreach, fundraising, and finance.

Diversity Conference:

We are currently planning to host the Wikimedia Diversity Conference in Mexico City, adjunct to Wikimania 2015. The conference will be planned as a “pre-pre-conference” that will leverage the Wikimania Scholarship Program while ensuring that participants will be able to participate in the other parts of Wikimania as well. Grant funding will cover the extra cost of hotel room-nights for participants and extra conference space; we will be coordinating with Wikimedia Foundation Conference Coordinator Ellie Young.

Trainings:

Our second annual workshop facilitator training is currently scheduled for the last weekend in May. This year’s training will be explicitly focused on increasing the participation of women, and we plan on applying as part of the Wikimedia Foundation’s Inspire campaign.

The second GLAM Boot Camp is scheduled for June and will be funded as part of our cultural partnerships program. The workshop will be supported by the National Archives and Records Administration.

Grantmaking:

Wikimedia DC awarded grants totaling \$2,012.41 to Brett Gibbs, Monika Sengul-Jones, Mary Mark Ockerbloom, and Effie Kapsalis. These grants were awarded to jumpstart the Cascadia Wikimedians User Group; host the “I Love To You” Critical Wikipedia Edit-a-Thon at the University of Washington; host a photo scanning and uploading workshop at the Small Museum Association Conference in Ocean City, MD; and to host the third annual “She Blinded Me With Science” edit-a-thon at the Smithsonian

Institution Archives.

A grant application from the University of North Carolina was received and is under consideration. A grant application from Abhishek Suryawanshi will serve as the basis for an event planned directly by Wikimedia DC.

The grant awarded to Andrew Pearson for the Hawaii Edit-a-Thon was canceled at the request of the grantee.

ORGANIZATIONAL DEVELOPMENT

Governance:

A new Safe Space Policy has been drafted for consideration by the Board. The new policy, which is based on the existing Friendly Space Policy, promotes the adoption of our safe space policies by partner organizations and empowers Wikimedia DC to effectively prohibit individuals who pose a threat to the safety and well-being of our participants and volunteers from participating in our programs.

A proposed streamlining of the advisory committee structure will change the focus of the program committees from program planning to outreach, re-designate the Public Policy Committee as a program committee, establish a new National Outreach Committee, and eliminate the Technical Infrastructure and Grants Committees.

Also proposed for the Board's consideration are a streamlined grantmaking process that makes use of the program committees' talents and insights and a streamlined quarterly reporting process that reduces the Board's workload.

Membership:

Wikimedia DC membership has decreased to 73 members, 43 of whom have opted for automatic renewal. Renewal by members who have not signed up for an automatic renewal option remains virtually non-existent, as does recruitment of new members. More active recruitment will likely be necessary to effect the significant expansion in membership that is contemplated by the emerging strategic plan.

Staff:

Benjamin Lees, Kunal Mehta, and Kim Schoonover have been appointed as volunteer system administrators with root access. Katie Filbert and Chad Horohoe had their root access to our server disabled due to inactivity.

Strategy:

We received a copy of our report from TCC Group regarding organizational effectiveness, and will be reviewing it as part of our strategic planning process. James Hare met with Wikimedia Foundation Executive Director Lila Tretikov regarding the relationship between the two organizations, including opportunities to partner on policy initiatives.

FINANCES

The Audit Committee met on January 18 to review Wikimedia DC's accounting records, and is in the process of completing the outstanding financial audits for the 2012-13 and 2013-14 fiscal years. Peter Meyer is currently finalizing Wikimedia DC's reports to the Wikimedia Foundation regarding the Projects 2014 and the WikiConference USA grants from last year; the submission of these reports will complete the last open action items we have with regard to the PEG program, and will allow the release of funding for our 2015 grants.

As of February 14, 2015, Wikimedia DC had \$18,322.57 in liquid financial accounts.

Fundraising:

Wikimedia DC has a pending grant application with the Wikimedia Foundation which will fund some of our routine programs. Our current target is to submit the workshop facilitator training and diversity conference grant proposals by the end of February and the grant proposal concerning the cultural partnerships program by the end of March.

3. The draft Safe Space Policy was discussed and amended. A motion by Mr. Hare to adopt the policy, as amended, in replacement of the Friendly Space Policy 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 Safe Space Policy ("Policy") is to ensure that the events and programs operated by Wikimedia District of Columbia ("Wikimedia DC") are free of harassment and other unwelcome behavior.
2. Scope. This Policy applies to all events where Wikimedia DC has both authority and reasonable means to implement the provisions of this Policy. It further applies to all programs operated by Wikimedia DC and all spaces, whether physical or virtual, under Wikimedia DC control.

ARTICLE II - ROLES AND RESPONSIBILITIES

1. Safe Space Committee.

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

(b) Responsibility. 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.

(c) Authority. The Safe Space Committee shall have full authority to carry out any and all actions pursuant to the provisions of this Policy, and all other Wikimedia DC policies, as may be necessary to resolve matters under investigation; provided, however, that any contemplated 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.

2. Responsible Agents. The following shall be deemed to be agents of Wikimedia DC for the purposes of implementing and enforcing this Policy ("Responsible Agents"):

(a) The President of Wikimedia DC (the "President");

(b) Each Officer of Wikimedia DC;

(c) Each member of the Safe Space Committee, acting in his or her individual capacity; and

(d) Any additional person or persons delegated by the President to carry out actions pursuant to this Policy, provided that such delegation is made in writing and is not inconsistent with the applicable provisions of the Delegation of Authority Policy.

3. Primary Point of Contact. The Safe Space Committee shall serve as the primary point of contact for receiving reports that arise under this Policy, unless the Chair of said Committee designates, in writing, an alternative point of contact for a particular program or event.

ARTICLE III - PROHIBITED BEHAVIOR

1. Prohibited Behavior. Prohibited behavior shall include, but shall not be limited to:

(a) Unwelcome or offensive comments related to race, gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, age, religion, marital status, or veteran status;

(b) The display of sexual content and imagery, or content that is otherwise graphic,

without adequate prior notice;

- (c) Deliberate intimidation, threatening, stalking, unwelcome following, harassing photography or recording;
- (d) Sustained disruption of talks or other events
- (e) Inappropriate physical contact;
- (f) Unwelcome sexual attention; and
- (g) Any other behavior that Wikimedia DC reasonably determines would interfere with its events or the safety and comfort of participants.

2. Exhibitors. Exhibitors, including sponsor booth operators, shall not use sexualized images or promote sexual activities. Exhibitors, including associated staff and volunteers, shall not use sexualized clothing, uniforms, or costumes, or otherwise create a sexualized environment. Exhibitors shall represent to Wikimedia DC that they agree to comply with the Safe Space Policy prior to operating any exhibitions.

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

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 to determine whether such behavior actually took place prior to taking any corrective action. This may include questioning witnesses, but a lack of witnesses shall not be deemed to prohibit corrective action with regard to the report.

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 DC. Permitted action shall include, but shall not be limited to:

- (a) Facilitating apologies and reconciliation;
- (b) Warning the offending party;
- (c) Removing the offending party from part or all of an event; and
- (d) Reporting the offending party to venue security or law enforcement.

7. Incident Reporting. Corrective action shall be promptly reported to the Safe Space Committee. The report shall document the identity of the person or persons against whom action was taken, the time the action was taken, the behavior that was in violation, the approximate time of the behavior (if different than the time of action), the circumstances surrounding the incident, the identities of any other people involved in the incident, and any other information which may be necessary for investigation of the incident.

8. 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 DC shall refund such admission fee to the person in question.

ARTICLE V - BANNED INDIVIDUALS

1. Authority to Impose Bans. The Safe Space Committee shall have the authority to ban an individual from Wikimedia DC programs and events. Such bans shall be imposed at the discretion of said Committee, and shall not be subject to appeal.

2. Reasons for Bans. An individual may be banned for severe or repeated violation of this Policy; or on the basis of credible reports of conduct that would constitute a severe or repeated violation of this Policy, where such conduct occurred in relation to events or programs not otherwise subject to this Policy; or otherwise where necessary to protect the safety and comfort of event participants and/or Wikimedia DC members, staff, or volunteers. The reasons for any specific ban shall only be disclosed by and at the discretion of the Safe Space Committee, and only to the extent necessary to implement this Policy.

3. Scope of Bans. Any individual banned pursuant to this Policy shall not be permitted to attend Wikimedia DC events, participate in Wikimedia DC programs, receive funding from Wikimedia DC, or otherwise make use of Wikimedia DC resources.

4. Notice of Bans. Any individual banned pursuant to this Policy shall be notified of such ban in writing, which may be delivered by electronic mail. Notices of bans

pursuant to this Policy shall be issued by the Safe Space Committee, or by the President at the instruction of the Safe Space Committee.

5. List of Banned Individuals. The Safe Space Committee shall maintain a list of banned individuals. The list shall be made available to all Responsible Agents; and to partner individuals, groups, and organizations when required by the provisions of Article VI of this Policy.

6. Removal from Events. Any Responsible Agent who witnesses a banned individual attending a Wikimedia DC event shall promptly seek the removal of such individual from the venue by contacting venue security or law enforcement. Any such action shall be reported in accordance to Article IV, Paragraph 7 of this Policy.

7. Denial of Membership Applications. The Safe Space Committee shall be deemed to be a committee duly designated for the purpose of reviewing membership applications under the provisions of Article IV, Section 3 of the Bylaws of Wikimedia DC, and shall deny any membership application from a banned individual pursuant to the provision of said section.

ARTICLE VI - PARTNERS

1. Incorporation of Flow-Down Clauses. It shall be the policy of Wikimedia DC to apply this Policy to all programs and events organized by partner individuals, groups, and organizations (the "Partners") through the incorporation of suitable flow-down clauses referencing the key provisions of this Policy (the "Flow-Down Clauses"). The Flow-Down Clauses shall be incorporated, to the extent feasible in each circumstance, into all program and event partnership agreements between Wikimedia DC and the Partners, including, but not limited to, agreements governing grants and fiscal sponsorship.

2. Responsibility for Incorporation. The President shall be responsible for ensuring that the Flow-Down Clauses are incorporated into each applicable agreement executed by Wikimedia DC.

3. Required Flow-Down Clauses. The following provisions shall constitute the Flow-Down Clauses, and shall be inserted in substantially similar form into each applicable agreement:

(a) Safe Space. Wikimedia DC expects events funded through the Agreement to be free of harassment and other unwelcome behavior. You will implement and enforce a safe space policy that prohibits such behavior. A sample policy is contained in [Attachment].

(b) Banned Attendees. Wikimedia DC has banned certain individuals from attending events sponsored by Wikimedia DC. A list of these individuals is contained in

[Attachment]. You will not permit any individual on this list to attend events funded through the Agreement, and will promptly notify Wikimedia DC of any communication regarding these events you receive from any individual on this list.

(c) Incident Reporting. You will promptly notify Wikimedia DC of any observed or reported incident of harassment at any event funded through the Agreement, and will provide reasonable assistance to Wikimedia DC in investigating any such incident.

ARTICLE VII - NOTICES

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

2. Sample Notice. The following sample notice may be used as the notice regarding this policy at events:

Wikimedia DC is dedicated to providing a harassment-free event experience for everyone, regardless of race, gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, age, religion, marital status, or veteran status.

Harassment includes offensive comments related to any protected personal characteristic, sexual images in public spaces, deliberate intimidation, stalking, 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. This applies to everyone, including event staff and sponsors. Our Safe Space Policy can be found at http://wikimediadc.org/wiki/Safe_space_policy.

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 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.

[Contact information for Space Space Committee and/or other Responsible

Agent(s), local law enforcement, local sexual assault hotline, emergency and non-emergency medical resources, and taxi companies.]

3. 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.
4. The amended and restated Advisory Committee Policy was discussed. A motion by Mr. Hare to adopt the policy as written 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 Advisory Committee Policy ("Policy") is to describe the roles of the advisory committees established by the Board of Directors ("Board") of Wikimedia District of Columbia (the "Corporation").
2. Scope. This Policy applies to all committees established under Article VIII, Section 3 of the Bylaws of the Corporation. It does not apply to standing or special committees established under Article VIII, Sections 1–2 of the Bylaws.

ARTICLE II – GENERAL PROVISIONS

1. Composition. Each advisory committee shall consist of several persons who may, but need not, be Directors.
2. Initial Members. No advisory committee shall be considered established until at least three persons have been appointed by the Board to said committee.
3. Authority. Advisory committees shall not be authorized to act on behalf of the Board or the Corporation and shall serve only to advise the Board or to carry out tasks delegated by the Board to such committees.
4. Exhaustive List. The Policy shall be deemed to contain an exhaustive enumeration of advisory committees, and no advisory committee shall be deemed to exist unless such committee is described by the Policy.

ARTICLE III – PROGRAM COMMITTEES

1. Cultural Outreach Committee.
 - (a) Role. The role of the Cultural Outreach Committee shall be to advise the Board on

programs and associated matters related to the mission and strategic priorities of the Corporation, specifically with regards to partnerships with cultural and academic institutions; and to assist the Board in organizing events and activities and recruiting volunteers.

(b) Member Qualifications. In appointing the members of the Cultural Partnerships Committee, the Board shall seek persons who support the strategic priorities of the Corporation and have experience with cultural or academic partnerships.

2. Technology Outreach Committee.

(a) Role. The role of the Technology Outreach Committee shall be to advise the Board on programs and associated matters related to the mission and strategic priorities of the Corporation, specifically with regards to developing software that provides direct or indirect support to the projects operated by the Wikimedia Foundation; and to assist the Board in organizing events and activities, seeking partnerships, and recruiting volunteers.

(b) Member Qualifications. In appointing the members of the Technology Outreach Committee, the Board shall seek persons who support the strategic priorities of the Corporation and have experience with technology-related outreach, including organizing open source software-related projects and events.

3. Public Policy Committee.

(a) Role. The role of the Public Policy Committee shall be to advise the Board on matters of law and public policy as they relate to the mission of the Corporation, to develop expertise and conduct research on these subjects, and to seek partnerships with government agencies. To this end, the Committee shall help facilitate volunteer efforts to improve Wikimedia projects and engage with organizations and individuals on possible projects and proposals.

(b) Member Qualifications. In appointing the members of the Public Policy Committee, the Board shall seek persons who support the mission of the Corporation, who have relevant expertise in the diverse fields informing public policy, and who have experience with government partnerships.

(c) Policy Papers. The Committee may prepare policy papers, including amicus briefs, in support of public policy positions related to the mission of the Corporation. No such paper may be published, submitted, or be otherwise made available to the public without the advance approval of the Board.

(d) Lobbying. The Committee shall not advocate for the election or defeat of a political

candidate, and no substantial part of the Committee's activities may be dedicated to advocating for or against legislation.

(e) Insubstantial Part Analysis. The Committee shall conduct an annual analysis of the Corporation's activities to ensure that no substantial part of the Corporation's activity is dedicated to advocating for or against legislation, pursuant to Section 501(h) of the Internal Revenue Code.

4. National Outreach Committee.

(a) Role. The role of the National Outreach Committee shall be to advise the Board on programs and associated matters related to the mission and strategic priorities of the Corporation, specifically with regards to building a nationwide network of volunteers in support of the projects operated by the Wikimedia Foundation and with regards to conducting outreach activities to promote participation in such projects; and to assist the Board in organizing events and activities, seeking partnerships, and recruiting volunteers.

(b) Member Qualifications. In appointing the members of the National Outreach Committee, the Board shall seek persons who support the strategic priorities of the Corporation and have experience in training Wikimedia project contributors or building volunteer communities.

ARTICLE IV – OTHER COMMITTEES

1. Communications Committee.

(a) Role. The role of the Communications Committee shall be to advise the Board on promotional and media matters relevant to the mission or business of the Corporation; and to assist the Board in preparing press releases, blog posts, and other promotional materials.

(b) Communications Plan. Each fiscal year, within 90 days of the approval of the Annual Plan, the Communications Committee shall prepare an Annual Communications Plan, which shall describe the strategies to be adopted for the purpose of addressing the communication and marketing needs of the Corporation, including, but not limited to, blog posts, activities on social media, and outreach to the press.

2. Fundraising Committee.

(a) Role. The role of the Fundraising Committee shall be to advise the Board on fundraising matters relevant to the mission or business of the Corporation; to assist the Board in preparing grant applications and other solicitation materials on behalf of the

Corporation; and to assist the Board in soliciting funds on behalf of the Corporation.

(b) Fundraising Plan. Each fiscal year, within 90 days of the approval of the Annual Budget by the members of the Corporation, the Fundraising Committee shall prepare an Annual Fundraising Plan, which shall describe the strategies to be adopted for the purpose of generating sufficient revenue to cover the costs of the Corporation's operations for the given fiscal year, and shall address long-term considerations of the Corporation's fundraising infrastructure and donor constituencies.

(c) Projects and Events Grants. Each fiscal year, within 90 days of the approval of the Annual Budget by the members of the Corporation, the Fundraising Committee shall prepare and submit one or more grant applications to the Wikimedia Foundation's Projects and Events Grants process to obtain funding for some or all of the Corporation's planned program expenses in accordance with the Annual Budget.

3. Governance Committee.

(a) Role. The role of the Governance Committee shall be to advise the Board on legal and governance matters relevant to the mission or business of the Corporation; and to assist the Board in preparing and reviewing policies, contracts, and other legal documents.

ARTICLE V – TRANSITION

1. Transition. Any advisory committee established by the Board prior to the adoption of the Policy that is not described by the Policy shall be deemed to have been disbanded, provided that members of the Content Programs Committee shall be deemed members of the Cultural Outreach Committee, and that members of the Technology Programs Committee shall be deemed members of the Technology Outreach Committee.

5. A proposed resolution to amend the Grants 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 Grants Policy is amended by:

(a) Striking Article II, Paragraph 1(d) and inserting: "(d) "Program Committees" shall refer to the advisory committees established by Article III of the Advisory Committee Policy."

(b) Striking Article IV, Paragraphs 4–7 and inserting:

4. Review of Application. Each application for grant funding submitted

to the Program shall be reviewed by the members of the Program Committees, who may, but are not required, to provide individual feedback regarding the application to the President and/or to the person, group, or legal entity submitting it.

5. Review Criteria. In reviewing the application for grant funding, the President and the Program Committees shall consider the following factors as they relate to the purposes described in the application:

- (a) Fit with the mission and strategic priorities of Wikimedia District of Columbia.
- (b) Potential for impact in the projects that the grant aims to support.
- (c) Availability and readiness of volunteers and other non-financial resources required to implement the grant.
- (d) Past track record of the recipient in managing grants.
- (e) Efficiency of proposed use of funds.
- (f) Sustainability of impact beyond the duration of the grant.

6. Additional Information. The President and/or the Program Committees may, at their discretion, request additional information regarding any aspect of the application for grant funding which is unclear or unsatisfactory.

7. Feasibility Analysis. The Treasurer shall review the application for financial feasibility, consistent with the due diligence review required by the Fiscal Control Policy, and report on the feasibility of the requested grant to the President.

8. Decision. No later than fifteen (15) days after the submission of a complete application for grant funding, the President shall determine whether the requested grant funding should be issued. In making his or her decision, the President shall consider, but shall not be bound by, the recommendations of the Program Committees. The President's decision shall be communicated to the Treasurer, the Program Committees, and to the person, group, or legal entity requesting the grant.

6. The amended and restated Movement Accountability Policy was discussed. A motion by Mr. Hare 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 this Movement Accountability Policy ("Policy") is to ensure

that Wikimedia District of Columbia follows the generally accepted best practices for organizational accountability and governance which have been established for member entities within the Wikimedia movement.

2. Intent. In adopting this Policy, it is the intent of Wikimedia District of Columbia to comply with the applicable provisions of the Resolution Regarding Organizational Best Practices, as adopted by the Wikimedia Foundation Board of Trustees on March 31, 2012.

ARTICLE II - GENERAL PROVISIONS

1. Legal Requirements. 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.

2. Movement Agreements. The Board of Directors shall enter into, maintain at all times, and fully comply with the legal agreements through which Wikimedia District of Columbia receives recognition as a Wikimedia chapter and authorization to use Wikimedia trademarks.

3. Support for Movement Organizations. It shall be the policy of Wikimedia District of Columbia to support other Wikimedia movement organizations as they build capabilities to achieve program work and fulfill the Wikimedia movement's principles of accountability and transparency.

ARTICLE III - PLANS AND BUDGETS

1. Annual Plan. Wikimedia District of Columbia shall publish an Annual Plan, which shall describe planned programs and activities, as well as corresponding measures of success, metrics, and goals, for the upcoming fiscal year. The Annual Plan shall be prepared and approved by the Board of Directors; shall be published within 30 days of the beginning of each fiscal year; and shall be made available on the Wikimedia District of Columbia website and on the Wikimedia plan and report aggregation webpage.

2. Annual Budget. Wikimedia District of Columbia shall publish an Annual Budget, which shall describe projected income and expenses for the upcoming fiscal year. The Annual Budget shall be prepared by the Board of Directors and approved by the members of Wikimedia District of Columbia at the Annual Membership Meeting; shall be published within 90 days of the beginning of every fiscal year; and shall be made available on the Wikimedia District of Columbia website.

3. Strategic Plan. Wikimedia District of Columbia shall publish a five-year Strategic Plan, which shall describe long-term priorities, goals, and plans. The Strategic Plan shall

be prepared and approved by the Board of Directors; shall be published within 120 days of the beginning of every fifth fiscal year; and shall be made available on the Wikimedia District of Columbia website.

ARTICLE IV - REPORTS

1. Annual Report. Wikimedia District of Columbia shall publish an Annual Report, which shall describe the programs and activities carried out during the prior fiscal year and evaluate the results and impact of said programs and activities against the metrics and goals established in the Annual Plan. The Annual Report shall be prepared by the Executive Committee and approved by the President; shall be published within 30 days of the end of each fiscal year; and shall be made available on the Wikimedia District of Columbia website and on the Wikimedia plan and report aggregation webpage.

2. Annual Financial Report. Wikimedia District of Columbia shall publish an Annual Financial Report, which shall include an income statement and a balance sheet, and shall describe major donations, significant grants given and received, and performance against outstanding grants during the prior fiscal year. The Annual Financial Report shall be prepared by the Executive Committee and approved by the President; shall be published within 30 days of the end of each fiscal year; and shall be made available on the Wikimedia District of Columbia website and on the Wikimedia plan and report aggregation webpage.

3. Quarterly Activity Reports. Wikimedia District of Columbia shall publish a quarterly Activity Report, which shall describe the programs and activities carried out during the prior fiscal quarter. The quarterly Activity Report shall be prepared by the Executive Committee and approved by the President; shall be published within 30 days of the end of each fiscal quarter; and shall be made available on the Wikimedia District of Columbia website and on the Wikimedia plan and report aggregation webpage.

4. Quarterly Financial Reports. Wikimedia District of Columbia shall publish a quarterly Financial Report, which shall describe income and expenses during the prior fiscal quarter and evaluate said income and spending against the Annual Budget. The quarterly Financial Report shall be prepared by the Executive Committee and approved by the President; shall be published within 30 days of the end of each fiscal quarter; and shall be made available on the Wikimedia District of Columbia website and on the Wikimedia plan and report aggregation webpage.

ARTICLE V - TRANSPARENCY

1. Minutes of Meetings. The minutes of meetings of the Board of Directors and of the members of Wikimedia District of Columbia shall be published on the Wikimedia District of Columbia website.

2. Fundraising. When soliciting funds, Wikimedia District of Columbia shall ensure that communications with potential donors accurately reflect the intended use of those funds.

- 7. Plans for future events were discussed.
- 8. Plans for the Wikipedia Space exhibit were discussed.

** Ms. Temple-Wood left the meeting at 3:49 PM **

- 9. Requirements for information management tools were discussed.
- 10. The selection of delegates to the 2015 Wikimedia Conference was discussed.
- 11. Plans for improving new member recruitment were discussed.

The meeting was adjourned at 4:15 PM.

Approved on _____, _____.

Kirill Lokshin
Secretary

James Hare
President