

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

May 7, 2011, at 3:30 PM  
Tenley-Friendship Neighborhood Library, 4450 Wisconsin Avenue NW, Washington, DC

**ORDER OF BUSINESS**

1. Organizational Meeting

- 1.1. The incorporators agree to a waiver of notice.
- 1.2. Selection of temporary chairperson, followed by selection of temporary secretary. This is to run the meeting until the bylaws are adopted.
- 1.3. Report of filing of Articles of Incorporation is received and ordered into the record.
- 1.4. Election of the seven initial directors by the incorporators to serve until September 2011.
- 1.5. Reading of the bylaws: the temporary secretary shall read the proposed bylaws and allow for debate and amendment. With the consensus of the assembly, the Board shall vote to adopt the bylaws.
- 1.6. Election of the officers (President, Vice President, Secretary, and Treasurer): Officers will be elected for a one year term by the Board. We will have separate chapter officer positions and separate Wikimania officer positions. Officers need not be directors.
- 1.7. Formation of Wikimania Planning Committee: The planning of the Wikimania conference in July 2012 will be led by a special committee, which will operate independently of the board. The planning committee shall have five members, elected for an indefinite duration. Officers of this committee shall be elected by the Committee.
- 1.8. Election of Wikimania Planning Committee officers: The committee shall elect a Chair, Vice Chair, Secretary, and Treasurer. These positions need not be filled by committee members.
- 1.9. Corporate seal is adopted.
- 1.10. The Secretary is authorized to buy corporate record books and a corporate seal in the form adopted.
- 1.11. The President or other authorized officer is authorized to apply for an employer identification number. A bank is selected and the necessary bank account forms are signed to enable the Treasurer to open one or more corporate bank accounts. The Board of Directors shall agree to reimburse incorporation expenses and other expenses, including fees and taxes, if any.

- 1.12. Adopt resolution (using template supplied by bank) to authorize signatories on the bank account.
- 1.13. Form for Membership Certificates (if applicable) is presented and adopted. If form is adopted, membership certificates are issued.
- 1.14. Authorization to apply for tax-exempt status as a charitable organization under Section 501(c)(3) of the Internal Revenue Code.
- 1.15. The Directors order the Secretary to file and record of all reports and registration statements required by state statutes for new corporations, such as the Statement of Information.
- 1.16. Adopt resolution asking for recognition as a Wikimedia chapter.
- 1.17. Setting initial dues level by the initial directors.
- 1.18. Member registration: the meeting will take a brief recess so that all present may sign up to become members of the new organization. The collection of dues may be deferred to a later date.
2. Local Activities Planning
  - 2.1. Planning for May 24 meetup with Liam Wyatt.
  - 2.2. Planning for NARA 2 meetup.
  - 2.3. Planning for Great American Wiknic on June 25.
  - 2.4. Planning for Wikipedia Takes DC or Baltimore.
  - 2.5. Continuation of the Campus Ambassadors program in the DC area.
  - 2.6. Discussion of GLAMcamp NYC and summer Wikipedians in Residence.
  - 2.7. GLAM-Wiki DC symposium in the fall at LOC or NARA.
3. Wikimania Planning
  - 3.1. Appointment of Volunteer Coordinator for Wikimania 2012.
  - 3.2. Venue and Catering Coordination: Bob Platt will report on any updates regarding security at Georgetown University, as well as negotiations with the venue. Katie Filbert will also report on discussions with Georgetown's CCT program and the university at large.
  - 3.3. Program plan: Tiffany Smith will present a detailed program plan for Wikimania,

including the different areas that will be used, schedules, etc. Following discussion, the committee may adopt this plan at its discretion. Also, the current list of prospective keynote speakers and panelists will be shared with the assembly and discussed. The committee, with assembly input, will decide on a plan on which speakers to contact and when.

- 3.4. Sponsor Outreach: The sponsor outreach team will present their strategy on raising money for Wikimania 2012. This will be followed by discussion. Following discussion, the committee may adopt this plan at its discretion.
- 3.5. Recording of official delegation to Wikimania 2011: Those who are confirmed as going to Wikimania 2011 in Haifa, Israel shall form the official delegation on behalf of the organization.
- 3.6. Conference registration website: The committee shall appoint a volunteer to design and build a website for conference registration, and is authorized to create merchant accounts (PayPal, etc.) on behalf of the organization.
- 3.7. Promotional media for Wikimania 2012: The committee shall appoint a volunteer or group of volunteers to design media promoting the Wikimania 2012 conference to be shown at Wikimania 2011.
- 3.8. Adoption of timeline: The committee shall adopt a general timeline for the conference, including the time span for registration, late registration, scholarship applications, and the call for papers.
- 3.9. Ideas/questions from the assembly.
- 3.10. Adoption of goals for the next meeting.
4. Finishing Business
  - 4.1. Decide on time and place for next meeting.
  - 4.2. Unfinished business.
  - 4.3. New business.
  - 4.4. Adjournment.