

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

August 6, 2017, at 1:00 PM
Cove, 1817 M Street NW, Washington, DC

Board Members Present: Kirill Lokshin [President]
James Hare [Secretary]
John Sadowski [Treasurer]
Kelly Doyle
Robert Fernandez
Peter Meyer
Diane Shaw
Rosie Stephenson-Goodknight

Board Members Not Present: Emily Temple-Wood [Vice President]

The meeting was called to order by Mr. Lokshin at 1:08 PM.

1. A motion by Mr. Lokshin to approve the minutes of the June 18 meeting of the Board of Directors in the form previously distributed was seconded and passed without dissent.
2. Mr. Lokshin submitted a written report on behalf of the Executive Committee. Mr. Sadowski noted that in addition, Wikimedia District of Columbia held an Arabic Wikipedia Day event.

[See Attachment A]

3. The proposed Communications Policy was discussed. A motion by Mr. Lokshin to approve the policy was seconded and passed without dissent.

[See Attachment B]

4. The 2017 Board Election Resolution was discussed. A motion by Mr. Hare to approve the resolution was seconded and passed without dissent.

[See Attachment C]

5. The Annual Plan for Fiscal Year 2017–2018 was discussed and amended. A motion by Mr. Lokshin to approve the plan was seconded and passed without dissent.

[See attachment]

6. The Annual Budget for Fiscal Year 2017–2018 was discussed and amended. A motion by Mr. Lokshin to recommend the budget as amended for approval by the membership was seconded and passed without dissent.

[See attachment]

7. A potential partnership with the Internet Archive was discussed, including providing programmatic support to existing volunteer activities.
8. The upcoming Wikimania conference in Montreal was discussed, including meetings we as an organization want to participate in and opportunities to brand our presence at the conference.
9. The scheduling of the annual meeting was discussed.

The meeting was adjourned at 3:31 PM.

Approved on _____, _____, _____.

James Hare
Secretary

Kirill Lokshin
President

ATTACHMENT A

Executive Committee Report August 2017

SUMMARY

- Since the last meeting, we held 5 events with partner institutions, and have 6 more events in the pipeline.
- Fiscal-year-to-date, we have recognized revenues of \$143,833.59 and expenses of \$126,990.27, and currently have \$88,950.84 in cash.

PROGRAMS

Institutional Partnership:

Since the last meeting of the Board, Wikimedia DC has held two edit-a-thons and other collaborative editing events with institutional partners: an edit-a-thon with the Oak Spring Garden Foundation [on June 30](#); and an edit-a-thon with the Baltimore Underground Science Space on July 8. We additionally held three non-editing events with institutional partners: a Wikidata seminar with the Smithsonian Institution Archives [on June 29](#); a strategy meeting with the Women's Media Center and the National Democratic Institute on July 28; and a strategy meeting with the Smithsonian Institution on July 31.

We have scheduled six edit-a-thons and other collaborative editing events with institutional partners over the next several months: an edit-a-thon with the Textile Museum at George Washington University on August 8; an edit-a-thon with the Heurich House Museum [on August 22](#); an edit-a-thon with President Lincoln's Cottage [on September 22](#); an edit-a-thon with the Smithsonian American Art and Portrait Gallery Library [on September 29](#); an edit-a-thon with the National Trust for Historic Preservation [on October 20](#); and an edit-a-thon with the Laurel Historical Society [on October 21](#).

Grantmaking and Sponsorship:

We are continuing our fiscal sponsorship for the Art+Feminism 2017 campaign. To date, we have processed 57 disbursements, reimbursements, and other transactions with a total value of \$48,812.84; this corresponds to approximately 49% of the total spending anticipated under this sponsorship.

We have concluded our fiscal sponsorship for the 2017 WikiEquality Edit-a-Thon Series hosted by the University of South Florida (USF) Student Organizations of Library & Information Science (SOLIS). Over the course of the fiscal sponsorship, we processed 2 transactions with a total value of \$356.68; this corresponds to 79% of the total grant value, and we will be returning the remaining grant funds, in the amount of \$93.32, to the Wikimedia Foundation.

FINANCE

Wikimedia DC currently has \$88,950.84 in cash, consisting of \$78,948.46 in restricted funds (which include funds from our current Simple Annual Plan Grant as well as funds administered under the Art+Feminism 2017, USF SOLIS 2017, and WikiConference North America 2016 fiscal sponsorship agreements) and \$10,002.38 in unrestricted funds. Wikimedia DC additionally has \$385.31 in fixed assets.

Since the beginning of the fiscal year, Wikimedia DC has recognized revenues of \$143,833.59, consisting of \$142,106.06 of restricted funds and \$1,727.53 of unrestricted funds. During the same period, Wikimedia DC has recognized expenditures of \$126,990.27, consisting of \$121,152.87 of program costs and \$5,837.40 of administrative costs.

ATTACHMENT B

Communications Policy

ARTICLE I - PURPOSE

1. Purpose. The purpose of this Communications Policy ("Policy") is to guide Wikimedia District of Columbia ("Wikimedia DC") Directors, Officers, employees, and volunteers in their conduct when communicating with external organizations and members of the press on behalf of Wikimedia DC.
2. Intent. Wikimedia DC encourages transparency and frankness among its Directors, Officers, employees, and volunteers, but recognizes the value of presenting a unified account when it comes to organizational decisions and policy.

ARTICLE II - PRESS CONTACT

1. Prior Notification. Any Director, Officer, or employee of Wikimedia DC who intends to speak to the press regarding any Wikimedia DC activity or program shall notify the Chair of the Communications Committee prior to doing so. The mechanism for such notification shall be determined by the Chair of the Communications Committee.
2. Routine Interaction. Prior notification shall not be required for routine interaction with the press in the course of planning or participating in established Wikimedia DC programs, such as events with institutional partners. Any Director, Officer, or employee of Wikimedia DC who interacts with the press when planning or participating in an established Wikimedia DC program shall inform the Chair of the Communications Committee no later than 24 hours following such contact.
3. Official Positions. No Director, Officer, or employee of Wikimedia DC shall issue a statement to the press purporting to represent the official position of Wikimedia DC without prior approval from the President or the Board of Directors. Directors, Officers, and employees of Wikimedia DC who interact with the press are encouraged to clarify, when appropriate, that their statements and opinions do not necessarily represent the official positions of Wikimedia DC.
4. Volunteers. Any Wikimedia DC volunteer who interacts with the press in the course of planning or participating in a Wikimedia DC program is encouraged to inform the Chair of the Communications Committee.

ARTICLE III - PRESS COVERAGE

1. Tracking Coverage. Wikimedia DC keeps track of press coverage of its own activities at the page titled Press on its main web site. Members are encouraged to update this list or to alert the Chair of the Communications Committee to do so. If Wikimedia DC's members are aware that the chapter is in the news flow, it encourages their participation and behavior that gives a positive impression.

ATTACHMENT C

Board Election Resolution

1. The 2017 election of the Board of Directors (the “Election”) shall take place from September 2, 2017 to September 29, 2017.
2. The Election shall be conducted in accordance with the Election Policy.
3. Nominations for the Election shall be accepted from August 14, 2017 to September 1, 2017.
4. James Hare shall serve as the Chair of the Election Committee for the duration of the Election.
5. The Secretary is instructed to place upon the election ballot an additional question as to whether the members approve the Annual Budget for Fiscal Year 2017–18 as recommended by the Board of Directors, and authorize the Board to spend funds in accordance with that budget.