

# **WIKI SOCIETY OF WASHINGTON, DC**

## **General Meeting: May 7, 2011 at 3:30 PM**

### *Incorporators*

Katie Filbert, Robert Platt, Tiffany Smith

### *Location*

Tenley-Friendship Neighborhood Library  
4450 Wisconsin Avenue NW  
Washington, DC 20016

### *Part 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
- 1.3) Report of filing of Articles of Incorporation is received and ordered into the record.
- 1.4) Reading of the bylaws: the temporary secretary shall read the proposed bylaws and allow for amendment. Following this, the assembly shall vote to adopt the bylaws.
- 1.5) Member registration: the meeting will take a brief recess so that all present may sign up to become members of the new organization.
- 1.6) Election of Board of Directors: The bylaws specify seven directors with four being elected in odd-numbered years and three being elected in even numbered years. Three will be elected to one-term years so that the board seats are staggered.
- 1.7) Election of the officers (Chair, Vice Chair, 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.
- 1.8) Formation of Wikimania Planning Committee: The Wikimania conference in July 2012 will be planned by a special committee, which will operate independently of the board. The planning committee shall have four members, elected for an indefinite duration. Officers of this committee shall be elected by the Committee.
- 1.9) Election of Wikimania Planning Committee officers: The committee shall elect a President, Vice President, Secretary, and Treasurer. These positions need not be filled by committee members.

1.10) Corporate seal is adopted

1.11) The Secretary is authorized to buy corporate record books and a corporate seal in the form adopted.

1.12) Accounting year is selected and adopted.

1.13) The Chairperson, President, or other appropriate 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 Treasurer is authorized to pay incorporation expenses and other expenses, including fees and taxes, if any. Other officers are authorized to sign checks, corporate contracts, etc.

1.14) Form for Membership Certificates (if applicable) is presented and adopted. If form is adopted, membership certificates are issued.

1.15) Authorization to apply for tax-exempt status as a charitable organization under Section 501(c)(3) of the Internal Revenue Code.

1.16) The Directors order the filing and recording of all reports and registration statements required by state statutes for new corporations, such as the Statement of Information.

## ***Part 2: Wikimania Planning***

2.1) Appointment of Volunteer Coordinator for Wikimania 2012

2.2) 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.

2.3) 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.

2.4) Keynote speakers and panelists: 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.

2.5) 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.

2.6) 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.

2.7) 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.

2.8) 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.

2.9) 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.

2.10) Ideas/questions from the assembly

2.11) Adoption of goals for the next meeting

***Part 3: Other Business***

3.1) Decide on time and place for next meeting

3.2) Unfinished business

3.3) New business

3.4) Adjournment