

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

August 20, 2011

Rafik B. Hariri Building, Georgetown University, Washington, DC 20007

Board Members Present:            Nicholas Bashour  
   Katie Filbert  
   Kirill Lokshin  
   Robert C. Platt  
   Tiffany L. Smith

Board Members Not Present:       Daniel Rosenthal  
   James Hare

Guests:                                 Dan Kindsvater  
   John Boddie

The meeting was called to order by Ms. Filbert at 11:54 AM.

1. A motion by Mr. Platt to ratify the rescheduling of the August 13 meeting of the Board of Directors to August 20 was seconded and passed without dissent.
2. A motion by Ms. Filbert to approve the Minutes of the July 12 meeting of the Board of Directors in the form previously distributed was seconded and passed without dissent.
3. Ms. Filbert reported that discussions with the Wikimedia Foundation Chapters Committee regarding the Corporation's application for recognition as a chapter of the Wikimedia Foundation continued to progress satisfactorily.
4. Mr. Platt reported that negotiations regarding the venue for the Wikimania 2012 conference continued to progress satisfactorily. He further reported that, since the last meeting of the Board, outreach events had been successfully held at the Smithsonian American Art Museum, at the Walters Art Museum, and at the National Archives.
5. Mr. Lokshin reported that the Corporation had 14 members in good standing, and that four additional applications for membership had been received but were pending payment of dues.  
  
\* Mr. Kindsvater and Mr. Boddie submitted their applications for membership \*
6. Mr. Lokshin read the written report submitted by Mr. Hare, which was subsequently placed onto the Minutes:

Wiki Society of Washington, DC, Inc.

Treasury Report, August 15, 2011

*Cash on Hand:* The Society has \$240 on hand, \$100 from a cash advance and \$140 from membership dues.

*Liabilities:* Liabilities stand at \$280.58.

*Grant Proposal:* The Treasurer prepared a grant proposal for the sum of \$2,528.86 to cover administrative costs through the next fiscal year and to reimburse persons who have paid the Society's expenses for this year.

James Hare, Treasurer

7. Speaking on behalf of the Legal Committee, Mr. Platt reported that no progress had been made in revising the draft non-discrimination policy, but that drafts of the privacy and record retention and document destruction policies had been prepared for review by the Board.
8. The draft Privacy Policy was discussed and referred to the Legal Committee for revision.
9. The draft Record Retention and Document Destruction Policy was discussed and amended. A motion by Mr. Platt to adopt the policy as amended was seconded and passed without dissent, and the policy was entered into the Minutes:

The Wiki Society of Washington, DC Inc. ("Society") takes seriously its obligations to preserve information relating to litigation, audits, and investigations. The Sarbanes-Oxley Act of 2002 makes it a crime to alter, cover up, falsify, or destroy any document to prevent its use in an official proceeding. Failure to follow this policy can result in possible civil and criminal sanctions against the Society and its employees, directors and officers and possible disciplinary action against responsible individuals.

The Society will retain documents in accordance with Generally Accepted Accounting Practices and applicable laws. The Society shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference or to comply with contractual or legal requirements. Records and documents outlined in this policy includes paper, electronic files (including e-mail) and voicemail records regardless of where the document is stored, including network servers, desktop or laptop computers and handheld computers and other wireless devices with text messaging capabilities.

From time to time, the President, Chair of the Legal Committee, or the Chair of the Audit Committee may issue a "legal hold," suspending the destruction of any records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. Notice of a legal hold shall be posted on the internal email list of the Society. No records specified in any legal hold may be

destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the person placing the hold, unless said destruction is required by law.

Records may be destroyed by any means that ensures that any Personally Identifiable Information (PII) is irrevocably inaccessible. Personally Identifiable Information refers to information which can be used to distinguish or trace an individual's identity, including (but not limited to) their name, social security number, biometric records, credit card information, date or place of birth, mother's maiden name, or other information that either alone, or in combination with other personal or identifying information is linked or linkable to a specific individual.

10. Speaking on behalf of the Technical Committee, Ms. Filbert reported that hosting for the Corporation's website had been established through Linode, LLC, and that the configuration of a constituent relationship management solution for the Corporation's use was in progress.
11. A motion by Ms. Filbert to set the time and place of the Corporation's annual membership meeting to October 1 at 1:00 PM, at the Tenley-Friendship Neighborhood Library in Washington, DC was seconded and passed without dissent.
12. The applications received for seats on the Election Committee were reviewed. A motion by Ms. Filbert to appoint Mr. Broughton, Mr. Rosenthal, and Mr. Lokshin (*ex officio*) to said committee was seconded and passed without dissent.
13. A motion by Mr. Platt to authorize the Secretary to make expenditures as necessary to deliver written notice of the annual membership meeting was seconded and passed without dissent.
14. A motion by Ms. Filbert to authorize the President and/or the Treasurer to open a Google Checkout account linked to the Corporation's existing account at Wachovia Bank, and to receive payments to the Corporation through said account, was seconded and passed without dissent.
15. Speaking on behalf of the Corporation's delegation to the Wikimania 2011 conference, Ms. Filbert and Ms. Smith reported that the Corporation's presentation had been well-received, that support for the Corporation's work had been expressed by representatives of the Wikimedia Foundation and by Mr. Wales, and that detailed information regarding the organization of the conference had been collected and would be presented in a report to the Wikimania Committee. Ms. Filbert recommended that the Corporation engage the services of a paid event planner to oversee the organization of the Wikimania 2012 conference.
16. A proposal to establish, in conjunction with the Wikimedia Foundation and Wikimedia New York City, a coordinator position for GLAM outreach in the United States was discussed.
17. A proposal to establish a small grants program to cover expenses incurred in the course of organizing local outreach events was discussed.
18. Short-term priorities and opportunities for preliminary and long-term strategic planning were

discussed.

19. The date of the next meeting of the Board of Directors was set to September 10, 2011, at 3:00 PM, at the Martin Luther King Jr. Memorial Library.

The meeting was adjourned at 2:12 PM.

Approved on \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

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Kirill Lokshin  
Secretary

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Katie Filbert  
President