

Report title: <b>CEO's report</b>	Author: <b>Jon Davies</b>
Date: <b>September Board 2013</b>	Status: <b>For decisions and information</b>
<b>Report description: Report on matters not covered elsewhere on agenda</b>	



### Decisions needed

Item	Explanation	Action required	Risk
Agree 2014 AGM for 4pm on Saturday August 9 <sup>th</sup> .	Need to plan ahead for notices, booking room etc. This will be on the Saturday of Wikimania between sessions and evening events.	Board to agree.	Missing deadlines. Getting squeezed out of Wikimania agenda.
Fixed Asset Register	Agree with the auditor's recommendation that the threshold should be £500 for items to be included.	Board to agree as amendment to financial protocols.	Too much clutter on the register makes it ineffective.

### See also:

- Risk review for quarter – top five risks
- Traffic lights summary of project progress
- Quarterly planning review
- Review of Train the Trainers
- 2014-15 Budget Planning
- Q2 Financial reports

### Work from the last three months

Apart from the usual duties the last three months have seen attention being given to:

- Attending Wikimania Hong Kong and reporting back.  
There is a fuller report on our Wiki feedback page but I'd like to make a few quick points.
  - Katie Chan did a magnificent job in organising travel, hotels etc.
  - The delegation worked well together to show a presence on the stand and portray a picture of WMUK as approachable, positive and effective.
  - The idea of our 'teaparty' absurd as it may have seemed worked very well.
  - Thanks to those behind the scenes, Rockdrum for the video, Stevie for printing our review in Hong Kong and the London office for holding the fort. As a reward I will send the all to Wikimania 2014 hang the cost.
  - An important acknowledgement that Wikimedia Deutschland were a key influence in organising the chapter's villages and many behind the scenes meetings.
  - That although the Chapter's Association collapsed under the weight of its own contradictions the work still needs to be done and that is why I support Chris's idea of a Chapter's Governance weekend.
  - In summary we did well and confirmed our position as one of the leading chapters in the movement.

- Working with Katie on reviewing volunteers strategy.
- Publishing review of Train the Trainers for recommendations to board.
- Working with Greyham and Richard S on Q2 reports and further revisions to financial systems.
- Pursuing a conclusion to the QRpedia issues with little success.
- Working with delivery team over Wikimania 14. Believe we need to consider offering funding for admin support as a matter of urgency. See Katherine's report. (Allocate £10K from Toolserver underspend?)
- Launching WMUK support for the Pathways project - see Robin Owain's report.
- Reviewed and revised Daria's salary
- World War One project eventually stalled for a year with financial implications.
- Toolserver funding no longer needed with financial implications.
- National Archive digitisation issues with financial implications
- Finding a new pensions advisor to implement new staff pensions.
- Now paying staff salaries and HMRC contributions directly to avoid risk of payroll company going broke.
- Attended Media Training workshop held on our behalf at the BBC.

### **Work in the next three months**

- Finalising budget for 2013-14
- Writing and delivering bid to FDC
- Putting detail into five year strategy based on trustee and other comments to share with community for sign-off in December.
- Planning sideways office move.
- Q3 reporting to FDC.
- Finalise Q3 Management report.
- Creating measurements for 2014-15 programme and revising those for this year.
- Support Wikimania 14 team.
- Supporting Chris in holding Chapter's governance workshop.
- Following up on Train the Trainers.
- Working on procurement review with Greyham.
- Looking at diversifying the places we hold our funds.
- Initiating a review of our Wikimedians in Residence programme in Spring, deciding parameters etc..
- Re-visiting PQASSO work.
- Working with new trustees.
- Arranging Edinburgh event for next Board Meeting.
- Working with the ARC to see if we can hold cash not immediately needed in another account to spread our banking risks.
- Trying to take some of the leave I am due.