Report title: Fundraising Manager staff report	Author: Katherine Bavage
Date: 13th / 14th September	Status: For decision

Report description: Staff report to the board

Decisions and actions required, risks identified:

Item	Explanation	Action required	Risk
Note – Full board Membership approvals	Note the list of membership applications approved following the previous board meeting under delegated powers.	Additional comments if any concerns/questions.	There are no significant risks to note.

Projects in the last three months

Civi CRM – Migration has been held back on three occasions by issues with installation/testing of sites t with SSL certificate in place. Has been bug tested and will be migrated on 7/8th September. Coordinating an in-house staff training day for five members of staff has been put back and KB is liaising with suppliers to negotiate a favourable quote.

Gift Aid – The outstanding claims are effectively caught up for financial years 10/11 and 11/12 and need submitting to HMRC with a view to being received by the end of Q3. There will be some ongoing work around regularisation a small number of duplicate direct debit records, and then claiming for Q1 and Q2 of 12/13 (current) year. We will need to submit a new CHV1 to reflect the additional changes in board since Mike Peel's resignation.

Donor Communications – Newsletter distributed in August, and now arranging same content to go to UK-donors who donated to WMF in 2012 via the WMF team. Planning for the late October issue will start earlier and incorporate lessons learned from this edition including making it more mobile friendly, more testing and a further five question survey about events preferences, which will also be shared via the WMF list.

Membership planning – Numbers had plateaued prior to the donor newsletter which recruited some new sign up. The volunteering portal and recruitment leaflet will help when available from the end of September, and welcome emails will be updated to reflect this. The new database will mean we can have better sign up/renewals options online. The delegated approvals system has worked well, meaning members can receive confirmation of joining within 48 hours, maintaining momentum and hopefully improving engagement.

Development – Tech committee meeting in August was postponed to reflect the fact that contractor availability had delayed the UK wiki and database migration. There have been some solid achievements, including the installation and established use of a chapter-own OTRS system to manage confidential email correspondence and the installation of a SSL certificate across all our sites.

<u>Projects in the next three months</u>

Donor data – Data cleanse – I have discussed initial options with one organisation and will pursue at least two more I am aware of. Now intending to expand this to include a wealth screening with a view to supporting the Wikimania work (see below)

Fundraising strategy and Fundraising policy

Both of these areas were postponed as a result of spending time on development and other work since July. These will be picked up again this Autumn including the anti-bribery policy that needs to come to the board, which I apologise is not ready to be presented at this September meeting.

Financial processes – Formal monthly reconciliation processes still pending successful resolution of the accounts; completing transfer to own Service User Number still also to be pursued. Work on the latter will take place w/c 9th September so an additional update to the board may be provided on the talk page of this report.

Development – Migrations are now on track for end of September so a further meeting of the Technology Committee will happen then. This budget is currently underspent and so there are ongoing discussions about whether we can buy in additional contractor hours, and making sure we have the resources to manage/monitor our progress. Aiming to hold an in-person meeting with both contractors in London to coincide with Civi Con 2013 (conference for developers of our database platform). We will be reviewing how this function is supported by staff and whether this needs to be altered to ensure this work is happening as efficiently/cost effectively as it should while remaining responsive to the community.

Wikimania

Following Wikimania Hong Kong I have met with James and Ed to discuss what practical elements of planning need nailing down, particularly with regards to financial planning, sponsorship approaches and agreements and any work with individuals for major gifts. We have mutual goals we can achieve by working with our donors to support Wikimania now, and then the charity continuing the relationships after 2014. There will be a further meeting with the bid team and Ellie Young (The Conference Coordination for the Wikimedia Foundation) There will also be a specific meeting with Chris, Jon and James to nail down the support we can offer – including data, time and developing and executing a fundraising strategy for the Conference.

This work will take up my time, but is in the long-term core interests of the Charity and therefore appropriate for me to redirect some of my capacity towards. However I cannot support the team in all logistical and scheduling elements of the fundraising, programme and media work that lie ahead, as well as pursue the many duties I have on behalf of the Charity. I believe that we need to offer urgent support for some administrative hours on a weekly basis for the remainder of this financial year if we are to successful secure the full sponsorship and donor potential to support the larger conference concept, as well as maintain good progress in respect of communicating with the Foundation around finance.