

## **Establishment of Wikimedia UK**

By Jon Davies, Chief Executive, 26.3.12

## **6 month review October to March 2012**

### **Review for Board comments**

#### **Planning**

Have established proper guidelines in line with Charity commission and Foundation's aims.  
Have agreed a 2012 operational plan.  
Will institute a review of progress after AGM with new board.

#### **Governance**

Appointed outside consultant for support.  
Identified lead trustee on governance.  
Have embarked upon PQASSO evaluation system  
Have undertaken one whole Board governance exercise.  
One trustee has undergone individual governance training.  
Further governance training planned.  
All legal and regulatory requirements met and several outside challenges successfully navigated.  
All minutes and paperwork completed and made available.

#### **Leadership and management**

Staff and volunteer processes inaugurated.  
Staff supervision timetables and reporting agreed.  
Staff governance agreed and policies implemented.  
Weekly office reports and board meetings produced.

#### **User-centred services**

Have built links with Wikimedia UK communities including blogs, IRC, open days etc.  
Offering increasing support to volunteer events.  
Developing plan to inform donor-base.  
Developing overall comms strategy.  
Have organised a series of London based events and supported others.

#### **Managing people**

Recruited CE and staff with appropriate skills.  
Recruited staff committed to the core values and work of Wikimedia UK.  
Building links between staff, trustees and volunteers.  
Have staff contracts, JD's, HR policies and suitably equipped.  
Staff supervisions and assessments timetabled and in operation.

#### **Managing money**

Extensive best practice financial protocols in place.  
Longer term investment strategy agreed and implemented.  
Financial accounting procedures in place.  
Volunteer expenses systems being implemented speedily.  
2011-12 audit instituted.  
Had successful fundraiser including good result on collecting direct debits.  
Had successful direct mail fundraising campaign.

### **Managing resources**

Good value office base established.  
Appropriate resources identified for staff.  
Appropriate resources identified to support volunteers.  
Ethical and sustainable working practices followed.

### **Communications and promotion**

Appointed comms manager.  
Improved communications with members and volunteers.  
Comms strategy being written for consultation.

### **Working with others**

Have established working relationships with sympathetic organisations.  
Building good personalised relationships with press and media.  
Made submission to government on intellectual property.  
Established good working relationships with the Foundation and other chapters.

### **Challenges for next six months**

Deliver successfully 2012-13 programme.  
Deliver 2012-13 budget without waste or significant underspend.  
Increase number of active volunteers, especially amongst target groups and in target areas.  
Deliver 'Train the Trainers' programme.  
Elect new board to carry work forward with range of skills.  
Create an ambitious but deliverable 5 year plan with consensus of the WKUK community.  
Appoint developer.  
Consider Fundraiser role.  
Office based bank account needs establishing to expedite payments.  
Establishing 'shop'.  
Agreeing a comms strategy and improving communications with members and volunteers.  
Creating monitoring systems for programme delivery.  
Build relationships with an increasing number of partners especially in GLAM and education sector.