

Title	CE Report	Author	Jon Davies	Date	26.6.12
Description: Items to bring to the attention of the board and decisions proposed.					
Board meeting date	July 1 <sup>st</sup>	For information/decision		Decision	

### Executive summary

A few issues that need board agreement beyond other items on the agenda.

### Recommendations

That the board agree these proposals.

### Content

#### 1. Budget adjustments

a. That the budget is adjusted to add two more desk spaces to the office to accommodate the two new members of staff. Cost not to exceed £4760 (likely to be significantly less) in this financial year. To come from contingency or reserves.

b. That Board costs be adjusted to reflect expected spend. Currently 10K, likely to be at least 50% higher. To come from contingency or reserves.

c. That, following a request from WSC we:

1. Purchase three more simple laptops for community use at events, approximate cost £1000, could come from Extended Reach programme or reserves.

2. Investigate this proposal: *“for independence at things like the Hampton Court Flower show and other potential outreach events it would be good to have some separate battery charge packs - a basic UPS might do the trick, a satellite broadband subscription and the kit to do a WiFi hub. This would also give us a backup for events where we overload the WiFi, as well as giving us the ability to create our own WiFi hub at crowded events such as conferences and shows. “*

d. That we take on two interns for eight weeks in August and September to support the work around the GLAM conference, University Conference and Train the Trainers and University Outreach.

These are very time intense in terms of the organisation and I can see us spoiling the ship for a happeth of tar.

My proposal is that we advertise within the community and via intern blogs. We would pay London Living wage at £8.30 making the costs to WMUK, including a bit for travel approximately £2500 per intern. Total £5,000.

These would be quality placements with good projects to work on. I would hope we could recruit from WMUK target groups.

The funding would come from the University Outreach budget which is currently not being spent.

Line management would come from Richard and Daria.

#### 2. Actions from previous meetings:

a. JD/Office to look into a software solution to track actions and plans. **Doing...** Looking at which actions most meaningful to track. Have asked for people's preferences and am receiving suggestions. First suggestions = payment of expenses, payment of invoices.

thanks emails to donors, replies to emails and phone messages. Need much more input.

b. RB and JD to prepare a draft on Metrics by 3 Jan. **Doing...** See a – should all integrate. Will fit in to five year plan targets. See above.

c. JD to push forward the QRPedia transfer of ownership. Has become embroiled in broader issues around Monmouth. Now with Fae. RB, JD, Fae, Terence Eden and RS to meet to take the transfer of ownership of QRpedia forward. With Fae. We need to sort this out.

d. JD to draft a harassment prevention process, including the steps leading to referring a situation to the police. Need Fae input. Overtaken by Chris's synthesis into a 'Participation' policy.

e. JD to co-ordinate the creation of a position paper on conflicts of interest and get trustee comments on it. ETA was 'around June 2012'. Has become regularly postponed. Advice please on next steps.

f. RS and JD to ensure that the transfer of financial control from the current Board to the new one happens smoothly after the AGM, and that the change of signatures forms are completed at the board meeting immediately after the AGM. **Doing...**

g. JD to set up the process of a trustee induction for new trustees. Discussed at meeting with Peter Williams and being set up for June 30th Board.

h. AT and JD to organise the pensions scheme. Has cost £1500 set up taken from contingency **Done**

i. JD and Fae to organise reporting processes for Monmouth, and to figure out improvements the general process for project reporting. Booklet on Monmouth will be ready for Wikimania. Other lessons to be learnt.

j. JD (with assistance from MP) to take the counterproposal 5 year plan and distill it into a strategic plan on a wiki that the community can take ownership, and will lead to a document that the charity can use. **Done.**

k. JD to explain the 5-year strategy process at the AGM. **Done.**

l. JD to start an on-wiki discussion about possible risks to the charity, using the 6 points he has identified as the starting point. **Done.** Now extended by Fae.

m. JD to send around a summary of the PQASSO process, and to provide extra information on specific areas on request. **Done.** PQASSO report on agenda.

3. For all other day-to-day see weekly reports and news from office blog.