Wikimedia CEE Meeting 2015

Wikimedia Polska organizational workflow

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Wikimedia Polska:

Created: 2005 (21 members, 150 EUR budget)
Tax deductible status: 2007

First burst of money: fall 2007 – 300 000 PLN

Nowadays (2015):
Budget: around 700 000 PLN/Year
127 members, 5 regular employees, 3 contractors
23 bigger projects (cost over 1500 PLN)
39 small microgrants, 14 wikiworkshops

Power structure

General Assembly:
real life meeting – 40/50 participants out of 127 members

The Board:
7 members - elected directly by General Assembly

Revision Committee:
3 members -elected directly by General Assembly

MicroGrant Committee:
5 members – appointed by The Board

Employess

Office:

secretary and accountant

Press office:

Press coordinator and press officer

GLAM:

1 Coordinator

Contractors:

WLE coordinator, Wikiexpedition coordinator, designers

The Board

Meets every Tuesday on open IRC channel and communicate via private E-mail list. Minutes published on wiki [current] [archive]

Major decissions voted as resolutions: 68 in 2014, 48 in 2015.[List] [Example]

Official duties of members – formal document. [List]

Methods for applications for money

Bigger projects: (> 1500 PLN = 350 EUR)

Create a page with budget on wiki. [example]
Add topic to the Board agenda
The Board discuss and vote on IRC channel
If successful – just act (with help of office)

Minor projects:

Go to [Wikigrants]

Gang of Four

Members:
president, treasurer, accountant and office secretary.

What they do:
Payments
Keep control over documents flow
Keep control over cash flow
Reporting (internal and official)
Contracts, agreements etc..
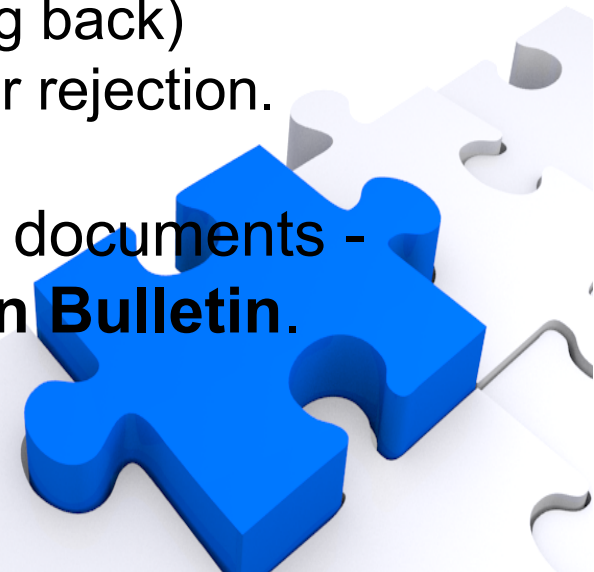Employment issues

.. so it is kind of group ED

Document and cash flows

1. All documents and payment requests goes to the office (paper or E-mail) and are registered as **incoming**.

2. Preliminary analysis – **secretary**:
if OK – payment request to **treasurer** and send to **accountant** for book-keeping, or for other action (for example **signature by president** and sending back)
If not OK – consultations to made them OK or rejection.

3. **Registration and storage** of accepted documents - publishing selected in **Public Information Bulletin**.

4. **List of missing/needed** documents.

Number one...

… Chapter's wiki … transformed into mighty
Bulletin of Public Information (BIP) - [list], [info]

1. Collection of all documents we are legally obliged to publish
2. After some minor changes it fulfill legal requirements of Public Information Act.
3. But it is still place for meta-discussions and putting applications and questions
4. It is still open wiki that anyone can edit, but documentary pages are blocked and marked as BIP.

Tools for Gang of Four - BIP

Bulletin of Public Information (BIP) = wiki

Legal requirements:
1. Must contain all major documents
2. On top of every page there must be BIP logo [see]
2. Must have a clear navigation
2. Must have an instruction [see]
3. Must have a list of all documents [see]
4. Every subpage must have a revision history
5. Must be archived once a month ~

Tools for Gang of Four

Number two:

Google drive:

a) [current payments chart] - main secret tool for Gang – payments due, paid bills, wikigrants and projects maintaining

b) [project's charts] - for bigger projects to control cash flow

c) google documents (sometimes)

Number 3:

Etherpads:
a) preparing documents and reports
b) minutes of the meetings

Number 4:

Communications tools:
a) IRC – wikigrants committee and The Board meetings
b) Hangouts – Gang meetings with non-office employess
c) Facebook messenger and old fashion phone calls and
face to face real life meetings – Gang secret talks and
Gang talks with employees.

Summary

Formal structure – General Assembly – The Board
Gang of Four – plays a role of "colaborative ED"
Gang of Four needs tools:
Wiki transformed into BIP
Google charts and docs
Etherpads
IRC, hangouts, facebook messenger and other
communitation tools

**Phone calls and real life face to face meetings –
don't forget about them – they are very powerful
"tools".**

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