

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



Decisions needed

1. Pathways project	Negotiations led to an agreement whereby WMUK employed a Wales manager who has been seconded to Wiki Cymru the grant recipient from the Welsh Government. This was agreed with our lawyers, Stone King, Trustees Greyham and Saad and WikiCymru with the oversight of the Welsh Government. See Living Pathways page for full documentation		
Item	Explanation	Action required	Risk
Virement to pay for 2013-14 commitment	Board needs to agree changes to the budget for 2013-14	Board agree virements	Low risk as underspend identified in some projects. May need to be supplemented if travel costs higher than anticipated.
Revised proposal Amount needed for this year £24K. £10.5K from GLAM Scotland Budget – No progress with Museum Galleries Scotland –postponed to 2014 residue to be considered for NLS. £3.5 K from GLAM-Wiki 2013 underspend £5K - from Wales Outreach £5K – WWI protected underspend owing to delay in appointment			
2. Appointment of 'HR' trustee.	With resignation of Doug we need a trustee to sign off on Staff appraisals.	Board to endorse Michael Maggs offer.	None identified. MM has the appropriate experience.
3. Weekly reports	Cease to produce the weekly report from the office. Was a replacement in 2011 for weekly phone meetings in early days. All this information is duplicated elsewhere and trustees have commented that it is 'a waste of time' and 'I do not read it'.	Board agree to discontinue the reports. Ensure key content, e.g. visitors to the office covered in monthly reports.	End of a historical record but useful savings in staff and trustee time.

See also:

- Risk review for quarter – top five risks
- Traffic lights summary of project progress
- Quarterly planning review
- Strategic Goals 2013-18
- 2014-15 Budget Planning

- Q1 Financial reports

Projects from the last three months

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

- Preparing for the Annual Conference. Reports on Wiki. Bottom line – a good and harmonious weekend but disappointing turn out. Approx cost £5600 making the cost per attendee (41) of £137.
- Working with Doug and Katie on volunteers strategy.
- Working on Review of Train the Trainers for publication by end of July.
- Working with Greyham and Richard S on revised financial reporting systems.
- Attending the Chapter's Conference.
- Pursuing a conclusion to the QRpedia issues including setting up a separate limited company to hold the rights.
- Preparing for Wikimania 13.
- Negotiating with bid team and Foundation over Wikimania 14. Have had meeting with the bid team to discuss progress. Met Garfield Byrd CFO from Foundation, WMF is guaranteeing the costs of the Wikimania! We are there to support and carry out some limited local management. Also met Ellie Young, Foundation conference organiser. Very re-assuring.
- Giving attention to a special staff issue that has arisen.
- Instituting WMUK support for the Pathways project (see above).

Projects in the next three months

- Revise Q2 reporting to FDC.
- Finalise Q2 Management report.
- Build up to FDC bid for 2014-15 budget application in association with five year strategy.
- Monitoring the Welsh Pathways project.
- Delivering WMUK events at Wikimania 2014.
- Reporting on Train the Trainers.
- Working on procurement review with Greyham.