

Report title: Fundraising Manager staff report	Author: Katherine Bavage
Date: 7 <sup>th</sup> /8 <sup>th</sup> December	Status: For decision
Report description: Staff report to the board	



Decisions and actions required, risks identified:

Item	Explanation	Action required	Risk
Decision – Full board Anti-bribery Policy	Approval of a standard policy which specified organisational commitment to requirements of Anti Bribery Act 2010	Approval  Designation of Responsible Officer (Recommendation: A Trustee who serves on Audit and Risk Committee)	Without an approved policy the Charity may be exposed to financial fraud, reputational damage or legal repercussions for failing to have adequate procedures in place.

Items for information and comment, risks identified:

Item	Explanation	Action required	Risk
Note – Full board Membership Report	Updated report on Membership Communication work.	For information only	There are no significant risks to note.
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.
Note – Full board Project manager/Product manager recommendation  (See below - 'Projects in the next three months: Development)	The Technology Committee has indicated a good use of underspent Development monies would be to increase capacity to support Software Development project work.	Comments requested	* Failure to increase capacity leading to poor performance on both Development and Fundraising functions. * Significant underspent budget * Failure to meet planned commitments to development work

Projects in the last three months

**Civi CRM** – Migration took place in late September. There are still some bugs which haven't been too critical but have occasionally delayed work around mailings and membership approvals – staff have vigorously prioritised this in order to ensure a continued good service. Staff end-user training is scheduled for 13<sup>th</sup> December and will feed directly into improved processes around gathering information for metrics and reporting.

**Gift Aid** – An additional CHV1 form was submitted and the outstanding claims for 2011/12 and 2012/13 have been submitted. Trustees will be notified when the outstanding balanced has been received. The next claim relating to the current financial year will take place following a data cleanse to improve the time in which the files can be prepared and submitted.

**Donor Communications** – The next donor newsletter is due to be distributed via WMF and WMUK mailing lists on week commencing 2<sup>nd</sup> December (following the US Thanksgiving Holiday) and will be planned with input from the WMF communications team. It will include an additional mention of membership as a further push to engage donors with the Chapter in this way.

**Development** – Please see specific report from the Technology Committee and minutes from most recent progress update meetings

#### Projects in the next three months

**Donor data** – Data cleanse – this has yet to progress beyond the initial stages of seeking quotes, as submitting extremely time consuming gift aid claims with existing data had been the priority. This will be completed using committed spending from Q4 and used to inform donor work in 2014 around Wikimania .

#### **Fundraising strategy and Fundraising policy**

The anti-bribery policy has been presented to the board for approval. The next step will be to harmonise with the existing Gift acceptance policy and procedures and a complementary complaints policy which will allow us to be eligible for Fundraising Standards Board accreditation.

**Development** – The Technology Committee has made a recommendation that a costed proposal for a part-time product manager be presented to the board for approval. This would draw money from the underspent development budget. The role would be tightly focused on increasing the Chapter's support of community led development projects and for a fixed term contract, with responsibility for administrative support of the Committee gradually transferred to Richard Nevell. This should free up my capacity to seek external funding for the Chapter.

I would be grateful if the board wanted to comment at this juncture, as the committee will be drafting a tender document and job description in the coming weeks, with a view to submit to the board for approval.

#### **Wikimania**

The appointment of Stuart Prior as Wikimania intern has been invaluable. I refer you to his report which covers his activities since commencing employment on 24<sup>th</sup> October. Since his involvement communications have become more streamlined and regular, and I feel the volunteer bid team are finding a way to work with the Chapter to ensure they retain overall direction but that the detailed planning and delivery also happens.