

Meeting: LLC Interim Board

Date: September 24, 2018, 1600 UTC

LLC Interim Board:

Gonzalo Camarillo

Alissa Cooper

Glenn Deen, Chair

Ted Hardie

Guests:

Brad Biddle

Vigdis Bronder

Katie Burns

Alexa Morris

Scribe:

Liz Flynn

1. Approval of Minutes from Sept. 20

Because of the short time between meetings, not everyone has had a chance to review the minutes from September 20, 2018. The board will review and approve the minutes over email.

2. LLC Legal Support Model

Brad Biddle presented a proposal for a new legal support model in 2019 based on his experience with IETF so far and the new LLC structure. The board will discuss in executive session.

3. Legal Focus Areas – Biddle Law PC – Q4'18

Vigdis presented the priority list of focus areas from Biddle Law, with the largest areas of priority being contract assignments/transfer of property, the LLC Legal Support Model, updating the Trust agreement, and planning for charitable contributions/endowment.

4. Circle back on opens related to accounting procedures

As discussed on the Sept 20 call, the bank accounts will have three signers: Executive Director (Portia), Board Chair (Glenn), and what would be the Treasurer role (Ted Hardie) with Karen Moreland (AMS) as an authorized user. Karen will be carrying out the transactions, but she doesn't have the ability to sign for or approve any transactions. Karen has recommended that

the other two partners of AMS also be added as authorized users for backup, which is how their other clients operate.

For now, the board will keep things simple and not add the other AMS partners as authorized users. The full board can decide to authorize more signers or users once they are in place.

5. December Face to Face

The board decided on December 12 and 13, 2018, in the Bay Area. Ted will look for conference rooms at a Google location somewhere convenient to the SFO airport.