

Meeting: LLC Board

Date: June 11, 2020

Attendees

LLC Board:

Maja Andjelkovic
Alissa Cooper
Jason Livingood
Sean Turner
Peter Van Roste

Staff:

Jay Daley
Alexa Morris
Laura Nugent
Greg Wood

Observers:

Sean Croghan
Yingzhen Qu
Alvaro Retana

Scribe:

Liz Flynn

Conflicts of Interest Declared:

Sean Turner:

- I will recuse from any online and offline IETF LLC discussions related to .ORG. I will remove myself from the meetings during any non-public portion and will remain silent during any public portion. Rationale: I am on the Internet Society Board.
- I will recuse from any online and offline discussions related to the Temporary RFC Series Project Manager. I will remove myself from the meetings during any non-public

portion and will remain silent during any public portion. Rationale: Standcore LLC is owned and operated by John Levine; he and I are both on the Internet Society Board.

Jay Daley:

- I am a board member of PIR (refer to existing Col).
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Part I: Open to the Public

1. IETF 108 registrations & fee waiver requests update

As of the time of this call, there are 100 paid registrations and 15 fee waiver requests. Typically by this time registration has been open for several weeks and there are anywhere between 300 and 700 paid registrations, but because this meeting is unique and registrations opened late, there is no easy comparison to previous meetings.

2. March 2020 financials

The March 2020 financial statement was reviewed and approved for posting with the addition of a note about COVID-19 related market volatility affecting IETF investments. The March 2020 timeframe marked a recent market low and the value of investments has since improved, in line with the markets. Jay took an action item to work with the accountants to add one sentence about this in notation 1, after which the statement can be posted on the website.

3. Executive Director Report

Public Executive Director Report

For the IETF Administration LLC Board meeting on 11 June
2020

This report is provided by the IETF Executive Director, normally a week before IETF Administration Board meetings, and is taken as read at the meeting allowing more time for questions or follow ups. This report is public.

NOTE: There is a confidential report for this meeting primarily covering meeting venue matters to be discussed in the Board+Staff session.

1. Strategic Matters

ED Goals - updated following quarterly review

A revised set of ED strategic goals have been prepared and circulated in advance of this meeting for comment. At the time of writing there have been no comments.

RECOMMENDATION: *To approve the revised Executive Director goals.*

Decision: Goals were discussed and some recent feedback was made today. The board agreed to perform a final review within roughly one week from today.

Strategic plan 2020

Consultation on the draft is almost complete with many issues raised and addressed with changes, some of which were significant. The [revised version](#) of the strategy will be brought to the board for approval at its next meeting.

At the time of writing there is still one unresolved issue and I will report progress on that with the final draft.

2. Policies

Work on policies has largely stalled to allow time for work on IETF 108 Online.

Delegated Authorities

The delegated authorities have been in place for a while now and are bedded in.

RECOMMENDATION: *To approve the publication of the Delegated Authorities for information.*

Decision: Delegated Authorities need an update to address authority to set a meeting fee. These will be edited and presented for approval at the next Board meeting.

3. Finance

Audit

The audit report has now been [published](#).

March financials

These have been presented for approval as a separate agenda item. There is one change since the version previously presented in the NOC section.

The delay was largely due to finalising the information regarding flight credits, which is incorporated as two notes to the figures.

2020 Budget Reforecast

This is still being worked on. Work on the actual costs for March is now completed as are the estimates for IETF 108 and 109. This could be complete quite soon or this could wait until after IETF 108 to understand the financial impact of that - board guidance on the deadline for this is requested.

Decision: The reforecast should be completed before the end of June.

Charitable contributions

I am currently reviewing some legal advice and templates provided by our counsel to the Interim ED for use when accepting charitable donations, with a view to putting in place a mechanism to accept ad-hoc contributions quite soon.

Options paper on new ways to charge for meetings

Work on this has not yet started.

4. RFPs and contracts

Recent contracts/SoWs

Two contracts/SoWs have been signed since the last board meeting:

- An amended SoW for YANG Catalog maintenance with Pantheon. This is for them to move the YANG Catalog onto a cloud service that they will manage to meet our SLA, and for the development of a web interface for some of the administrative functions to be moved to the Secretariat.
- A new contract with David Goldstein for the trial news clipping service.

Additionally two contracts were signed in April that should have been reported on at the last meeting:

- A new SoW with the Internet Society for employee benefits management.
- A new contract with Torchbox Ltd for Matomo (web analytics) configuration and support.

AMS quarterly review

Greg and I met with the three AMS founders for the quarterly review. All is going well. As the pandemic prevented me from travelling to meet the RPC I will be meeting with them remotely and starting the process of understanding their operations and issues.

5. Meetings

IETF 106 Singapore

The audit of our finances for IETF 106 Singapore required for us to qualify for a grant from the local tourism authority is still underway.

IETF 107 Virtual

We are still in the process of putting together the information for the insurance claim.

IETF 108 Online

The announcement about registration fees and the blog post with the financial details have both been posted. There is still some controversy around our decision to charge fees for IETF 108 and the impact on those that previously participated remotely for free. The plan is to compensate for this by providing 100 fee waivers and we hope to measure the success of that approach after the meeting.

Significant work is going into coordinating the technical support for and development of the Remote Participation Services (Meetecho).

Rebooked venues

As [announced](#), the Madrid venue has been rebooked for IETF 112 (6-12 November 2021) and the Vancouver venue rebooked for IETF 120 (20-26 July 2024). We also announced the rebooking of the San Francisco venue for IETF 117 (22-28 July 2023).

Carbon footprint analysis of meetings

We have spoken to a number of firms and are waiting for some proposals. Initial indications are that this will be a short and inexpensive piece of work.

6. Tools and NOC

App Consolidation

We are consolidating multiple accounts on Slack and Asana, and we are reshaping permissions on G Suite. As part of that we have created two new sub-domains llc.ietf.org and secretariat.ietf.org and there is likely to be some changes to your G Suite access, with your current fake @ietf.org email aliases becoming real @llc.ietf.org addresses.

7. Miscellaneous

501(c)(3) pricing for IT services

I have been in touch with the CEO of TechSoup who has explained that they are limited in what they can do by their funders and so may not be able to help. I have a meeting with them soon to discuss further.

IETF 2019 Annual Report

This report has now been [published](#).

News clipping service

The trial for this has now started.

4. Select NomCom liaison

Peter Van Roste will serve as the NomCom liaison to the Board.

5. Update on ISOC discussion re financial support

The LLC's current financial support agreement with ISOC expires this fiscal year. Jason has met with Sandy Spector at ISOC several times and she has responded favorably to the LLC's proposal so far. The next step is for Jason to talk with Gonzalo Camarillo (ISOC Board chair).

6. AOB

a. Q&A with any public attendees

Public attendees to the meeting were invited to ask questions. No questions were asked.

b. Discuss IETF 108 issues

Mail list discussion has been very active and the decision to announce meeting fees without community consultation was a mistake. The Board and ED will have further discussion about next steps during Part III of this call.

Part II: Board + Staff

1. ED Update

Jay presented the confidential portion of his monthly report.

COVID-19 Insurance Claim: This was also discussed and Jay is in the process of submitting a claim. One would have been submitted already but a claim for IETF 108 has been added on to the existing claim.

2. IETF 115 Venue

Jay presented his recommendation for an IETF 115 venue and the Board approved it by unanimous vote.

Part III: Board + ED Only

1. IETF 108 decisions/next steps

The ED and board discussed potential alternative approaches for addressing the concerns raised about the IETF 108 registration fee and the associated waiver program. After some discussion the board made several decisions. It was then agreed that Jay would within 1 business day draft an email that would go to the IETF list. Once the board marked this up during Friday, 12 June, Jay would then share it with the IESG for a 2-day accelerated comment period. It would then go to the IETF early next week, with a goal for revisions to be in place before the current expiration of the waiver period - Friday, 18 June.

2. Special June 2020 IETF LLC update blog post?

The board did not have sufficient time to discuss this and agreed to continue discussion via email or Slack.

Part IV: Board Only

1. Next steps with ISOC re financial support

The board discussed confidential aspects of the ISOC discussions.