Meeting: LLC Board

Date: October 12, 2022

Attendees

LLC Board:

Lars Eggert
Peter Van Roste
Maja Andjelkovic
Sean Turner

Staff/Secretariat:

Jay Daley
Alexa Morris
Lee-Berkeley Shaw
Robert Sparks
Lisa Winkler
Greg Wood

Observers/Guests:

Alexis Rossi

Scribe:

Michelle Cotton

Conflicts of Interest Declared:

None.

Part I: Open to the Public

1. Record e-vote results

Two e-votes have been completed since the previous Board meeting.

a. The OFAC Compliance Policy was approved with the board e-voting as follows:

    Maja Andjelkovic: NO VOTE
    Lars Eggert: YES
    Jason Livingood: YES
    Sean Turner: YES
    Peter Van Roste: YES

b. The September LLC Board Minutes were approved with the board e-voting as follows:

    Maja Andjelkovic: NO VOTE
    Lars Eggert: YES
    Jason Livingood: YES
    Sean Turner: YES
    Peter Van Roste: YES

c. Agreement to share financial statements with ISOC was approved with the board roll-call voting as follows:

    Maja Andjelkovic: YES
    Lars Eggert: YES
    Jason Livingood: NO VOTE
    Sean Turner: YES
    Peter Van Roste: YES

2. Review & approve prior month's financial statement

Approval of the May 2022 (Revised), June 2022, and July 2022 financial statements will go to e-vote.

3. Update on the IETF's technical work

Lars indicated the final agenda will be ready by the end of the week. There are many BOFs scheduled with the security area having half of them. Registration numbers appear to be robust for IETF 115 so far.

There is a lively debate regarding a posting rights action that went out for Last Call. This action involves the IETF removing posting rights for an individual for certain mailing lists. BCP 83 details the process for this. The Last Call is still open for another 2 weeks. The IESG will consider the feedback and make a decision. The IESG is monitoring that thread. Individual ADs have commented, however the IESG as a whole has not contributed to the discussion.

The IESG tasked the LLC to work on language for a proposed IESG statement on restricting access to the IETF's IT system when counsel advises them to do so. The IESG received some requests to further clarify the wording.

Something up for discussion that was recently raised was if we will require people to disclose their identity to the IESG. Lars doesn't think we will need to. Need to explain to the community why we don't need this and we can still have a policy that is effective in case it is needed.

Peter asked if Nomcom is on track and if things are going ok.
Lars says his impression is that it may be delayed. Their website has been updated. If the updated timeline is followed, they should be able to do interviews in London.

4. Executive Director Report - Public

Public Executive Director Report

For the IETF Administration LLC Board meeting on 12 October 2022

This report is provided by the IETF Executive Director and is read through at the meeting as it is not available to observers. This report is public and there is no separate confidential report.

1.   Strategic Matters

Annual budget - key assumptions

I propose the following key assumptions for the 2023 budget:

1. ISOC contribution as per our agreement
2. All three IETF meetings will go ahead, though with onsite participation at 50-75% of pre-COVID. All meetings will have a fee for remote participants.
3. All strategic retreats etc will go ahead.

4. Air travel costs will remain at 50% above pre-COVID levels.
5. Investments rise 10% over the year (up from 5% budgeted growth in 2022).
6. 7.5% inflation reflected in staff and some admin costs (up from 4% in 2022)

2. Policies

Misuse of IETF systems / Restricting participant access

I have produced a draft for the IESG that they are currently reviewing.

Antitrust

By the time of the board meeting I expect to have two deliverables from counsel - a training video and a draft of an I-D from counsel with a plan to have that taken to gendispatch,

OFAC Compliance

The updated policy has been posted on our website.

3. Finance

New bank accounts

This is still in process.

May, June and July financial statements

The financial statements for all three are being presented at this meeting for board approval.
- The May statements have already been approved by the board, but following on from the discussion about a cash movement showing in the P&L, I have had the statements corrected so that this is not shown.
- There were a number of issues for the June and July statements around how an unexpected credit note from our PEO was presented. These are now presented to my satisfaction.

4. RFPs and contracts

UI/UX Services

A preferred bidder has been contracted and announced.

Salesforce Integration Partner

By the time of the board meeting we should have contracted and announced.

5. Meetings

IETF 115 London

Registration levels are trending below budget but above those for IETF 114 Philadelphia.

I took advantage of the proximity of this meeting to my home to spend a day with the meetings team on their pre-meeting venue visit in September. This gave me a good insight into the challenges of implementing the IETF network in a venue, working with the multiple sets of venue staff and the physical logistics of equipment and people moving through the venue.

Carbon emissions measurement and mitigation

We held our first two community workshops on carbon measurement.   The number of participants was not high but the quality of discussion was and we have a clear steer to go ahead with measurement. The key area to discuss further is what data we collect and how. For example, do we ask people to optionally provide all of their travel data so that we can calculate their CO_2 equivalent emissions, or do we provide a calculator for people to use and all they share with us is the total?

6.   Tools/RPC/RSOC/RSE

Future for infrastructure

As discussed with the board, I have met with AMS to discuss the future of their IT services contract and brought forward the planning of a new infrastructure strategy. A draft strategy has been presented to the community, with some feedback so far. It is hoped that this can be finalised by the end of the year.

Datatracker

A major behind-the-scenes Datatracker project is close now to completion - the re-architecting to use a timezone aware database. While this is important to support the increased functionality to support meeting scheduling, the main need for this is that we cannot move to a more suitable database technology without this in place, a migration that will take place as soon as this change is bedded in.

Staff email and board/contractor access to GSuite

We have made some changes to address the long-standing issue of people having "fake" @ietf.org addresses as their GSuite logins and therefore not getting document notifications. Now, people will have a real login/address under one of @gsuite.ietf.org (contractors and Board), @secretariat.ietf.org (Secretariat) or @staff.ietf.org (staff). These can then be set to forward any notifications to the person's real email address.

Wiki migration

Migration to the new wiki continues with platform-wide refinements implemented in parallel as the content of individual wikis are transitioned. We held a first online "content-a-thon" in September and will hold at least one more this month to continue moving wikis to the new platform ahead of IETF 115, during which we will hold another hybrid edition similar to the one held during IETF 114. We are also contacting and coordinating with individual group leaders to help them move content. We still hope to complete this work shortly after IETF 115.

7.   IESG/IAB/IRTF/Trust

AD 360 Survey

This has now completed and the results provided to the IESG.

8.   Communications/Outreach/Fundraising

Development Update

Follow-up meetings have been requested with several potential funders identified at ICANN74 and IETF 114, as well as during 1:1 meetings with the Development Director throughout the year. We are also pursuing two significant renewal gifts for 2022 from previous funders.

The Development Director is hosting cultivation meetings in Washington, DC the week of October 3rd with prospective funders, as well as attending CDT's Annual Tech Prom on October 6th, where dozens of potential sponsors and partners will be present and eager to network.

In response to feedback from potential funders, the Development Director is working on a set of 'glossy' fundraising collateral for use by IETF and LLC leadership and is revising the Support Us section of the website prior to 115.

WG chairs training

Work on the working group chairs training program is progressing nicely with valuable input from the community Advisory Group. We are now anticipating a slight adjustment to the delivery schedule so that real-time workshops will be delivered in November and the on-demand modules to follow so they can benefit from the experience and feedback gained during the real-time sessions. Based on feedback, we are also contemplating breaking the on-demand content into smaller "bite-sized" modules.

9.   Miscellaneous

Nothing to report.

6. AOB & Questions from Observers

1. Sean had a question about entry requirements to Japan and will there be an updated message sent to the IETF Community. Still finalizing information and hope to send an update out soon.

2. Scheduling the November LLC Board meeting was discussed and will move to the week after IETF 115. Still trying to find a time for a meeting between the Trust and LLC Board.

3. The LLC Board will plan to have office hours during IETF 115. Traditionally we have scheduled them Wednesday before the plenary.

Part II: Board + Staff

None

2. AOB

None

Part III: Board + ED Only

1. The Board and ED discussed the future strategy for financial management and the resources and roles required to deliver that.

Part IV: Board Only

None