

# IETF Administration LLC

Meeting of the Board of Directors

October 4, 2018

# Agenda

9/24 Meeting Minutes Approval

GDPR Update

Investment Management Update

ED/Administrative Focus Areas - Q4'18

Trust Agreement Status Update

ISOC Administrative Services Agmt - Trust

Other announcements or questions

# Meeting Minutes Approval – 9/24

# GDPR Update

Status	Description	Owner
Completed	The GDPR Response Team (Portia, Alexa, Greg, Glen, Henrik, and Liz) have completed the edited draft of the Incident Response Plan.	Portia & Team
In-progress	As part of the analysis of contract assignments from ISOC to the LLC, BLPC is helping to address one-off needs for GDPR amendments (working with TH on language to be included).	Biddle Law
Planned - October	Send edited IRP to Thompson Hine for review and comments.	Portia
Planned – late Q4'18-Q1'19	<p>Additional privacy analysis and recommendations to be coordinated* as part of development of an overall compliance program plan for the LLC</p> <p>*Details on privacy-related recommendations and action items to be coordinated with TH and/or as directed by the board</p>	Biddle Law (Overall Compliance Plan)

# Investment Management

- Update from meeting with Goldman Sachs
  - John Hahn, VP Investment Management Division
  - Cristina Hug, VP
  - Nicole Pullen Ross, Mid-Atlantic Division Head
  - Already vetted during ISOC's recent RFP process for new advisor
  - IETF LLC could benefit from discounted pricing based on ISOC's overall portfolio while maintaining autonomy
- Next steps / Actions to be taken
  - Draft and Review Investment Policy
  - Recommend a call to meet advisors
  - Recommend accounts set up by end of October – prior to IETF 103

# Executive Director/Administrative Focus Areas – Q4'18

- Objectives
  - Share Q4'18 focus areas for ED/Administrative work and:
    - Confirm assumptions
    - Discuss and adjust priority, timing/dependencies
    - Flag items for board review and decision making
      - Any decisions that can or should be deferred until the permanent board is seated?
  - ID Missing items/Areas of Concern

# ED Focus Areas – IETF LLC Transition Q4'18

Focus Area	Board Reviews and/or Decisions Anticipated	High level timing
Bank Account Set Up & Accounting Procedures	Banking – Checking and Money Market – Done -Signers Identified Full Accounting Procedures – Hold for Dec. F2F review?	Early October
LLC Budget Reviews and Accounting Reporting Processes w/ ISOC	Plan/process for regular budget reviews Accounting reporting to ISOC – Initiate/pilot review processes?	October
Participation in Legal Contract Due Diligence Efforts	Review any issues arising from review of individual agreements if and as necessary (no escalations thus far)	October
Investment Management	Investment Policy Review Decision on Investment Manager Review of Endowment Recommendations (in partnership w/ legal team) and Endowment Account Set Up	October
Charitable Contributions	Review and finalize general charitable contribution and sponsorship plan based on legal assessment & recommendations	November
Insurance	Preparation of policy applications and supplemental data, coordination with legal on policy option reviews	TBD – Board may decide to defer
Add'l Operational Policies and Procedures Drafted	Administrative policies and procedures (new and transitioned from IAOC)	Nov/Dec for December Reviews
Support for Dec. F2F	Agenda TBD	Late Nov/Early December

Full task list for each focus area exists separately

# Trust Agreement – Status Update

- Actions taken thus far:
  - Draft “Second Amended and Restated Trust Agreement” created based on draft-ietf-iasa2-trust-update-00
  - Bottlenecked at final BB review – to complete this week
- Next steps
  - Draft agreement to Trustees and other stakeholders next week
    - Discuss: review process
  - Discuss: approval process



# ISOC Trust Administrative Service Agreement

- Current Model:
  - ISOC provides accounting and finance services, administrative support for trust meetings and additional administrative support as requested and agreed
  - Trust pays agreed-upon monthly charge (per Agreement)
- Input/Future Decision Needed:
  - Is the LLC taking over ISOC's role?
  - What cost/funding model?
- Next Steps

Other Questions/To Dos

# Executive Session

BoD Session

Back Up