

Meeting: LLC Board

Date: August 13, 2020

Attendees

LLC Board:

Maja Andjelkovic
Alissa Cooper
Jason Livingood
Sean Turner

Staff/Contractors:

Brad Biddle (Counsel)
Jay Daley
Alexa Morris
Greg Wood

Observers:

David Millman
Dan York

Scribe:

Liz Flynn

Conflicts of Interest Declared:

Jay Daley:

- I am a board member of PIR (refer to existing Col).

Sean Turner: Noted that his prior ISOC-related Col is no longer applicable, as his term of service on the ISOC board has concluded.

Part I: Open to the Public

1. Record e-vote results

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

a. The July board meeting minutes were approved with the board voting as follows:

Maja Andjelkovic: YES
Alissa Cooper: YES
Jason Livingood: YES
Sean Turner: YES
Peter Van Roste: YES

b. The Records Retention Schedule was approved with the board voting as follows:

Maja Andjelkovic: YES
Alissa Cooper: YES
Jason Livingood: YES
Sean Turner: YES
Peter Van Roste: YES

c. The Charitable Contribution Acceptance Policy was approved with the board voting as follows:

Maja Andjelkovic: YES
Alissa Cooper: YES
Jason Livingood: YES
Sean Turner: YES
Peter Van Roste: YES

d. The April 2020 financial statement was approved with the board voting as follows:

Maja Andjelkovic: YES
Alissa Cooper: YES
Jason Livingood: YES
Sean Turner: YES
Peter Van Roste: YES

2. Executive Director Report

Public Executive Director Report

For the IETF Administration LLC Board meeting on 13 August 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 with confidential matters appearing in a separate report.

1. Strategic Matters

How the LLC engages with the community

It may be helpful for the LLC to develop some form of policy/statement from the LLC on how we engage with the community that formalises practice emerging from the following:

- I have interacted on the RFC Editor Future program mailing list at a level that I suspect is new for admin staff but still, I hope, within the boundaries of my role.
- I expect that I will also need to engage with the SHMOO working group, but at a different level given that this will be producing consensus guidance that the LLC will then need to implement.
- A few members of the community have asked for the LLC to use I-Ds when consulting with the community, to whom I've replied [setting out the reasons](#) why we don't.

If the board has any input now before drafting starts, then that would be welcome.

2. Policies

Infrastructure and services vulnerability disclosure statement

Community consultation on this is now underway.

3. Finance

2021 Budget

Once the major input budgets have been received (meetings, comms, RSE/RPC) then work will commence and should only take a few days to complete. The other input budgets (Trust, IESG, IAB) can be estimated and revised later.

Chart of Accounts

As a reminder, this is a project to simplify our chart of accounts by moving the separation by tagging income and expenses with a “class” where each class represents a different meeting or not meeting related. The format and structure has now been agreed and is being implemented and will soon be utilised in our financial reporting.

Relaunch of endowment and launch of supporters fund

In order to facilitate the new donation system going into place we are working on a plan to relaunch the endowment and launch a new unrestricted supporters fund. We have had significant discussions with counsel to ensure that correct language is used when accepting donations and that all legal obligations are met.

Donations already received for the endowment are subject to the endowment investment policy that was provided to donors at that time. That policy was not restricted but the website that was used to solicit donations did include restrictions. The final restrictions agreed with ISOC when the endowment was transferred to the LLC is for \$100,000 of capital to be maintained.

Before we accept new donations we need to be clear what restrictions, if any, we are committing to donors. For example, are we committing to only spending the income and to preserve the capital? The restrictions will be written up in a new endowment investment policy and will apply to all new endowment donations received. It is recommended that this is as unrestricted as possible. This new investment policy will not supersede the old policy nor can it be superseded - all donations are subject to the policy that was presented at that time.

The endowment investment policy should be considered separate from our endowment strategy, which is expected to include targets and management practices.

Counsel will be joining the meeting for this discussion.

Donation system

We have asked AMS to add functionality to the registration system to accept donations as part of the registration process, hopefully in time for IETF 109. We are also commissioning them to add functionality to the website to accept donations. This is in line with AMS managing our sponsorship and registration income administration. Donations will be accepted for both the endowment and the supporters fund.

4. RFPs and contracts

Website templates RFP

By the time of the board meeting this contract should have been signed. Several companies were asked to bid and the winning bidder is Springload who are one of the world experts in our CMS (Wagtail). This company is based in Wellington, NZ but no conflict of interest exists - neither the company nor any of the staff involved in the bid were known to me personally during the bid process and only during contract negotiations did I discover that I know the main technical person from when they worked at a different vendor some years ago.

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 has been completed and submitted.

IETF 107 Virtual

The adjuster/underwriter has informed us that our claim is still being processed.

IETF 108 Online

This has now finished and appears to have been a successful meeting though less productive than an in-person meeting. By the time of the board meeting the registration statistics, full proceedings, YouTube videos and post-meeting survey results should all be available.

Carbon footprint analysis of meetings

All quotes have now been received and it is expected that a contract will be in place by the time of the board meeting.

Meeting planning

We have a [consultation underway](#) on our proposal to use the same assessment framework for IETF 109 that was used to determine if IETF 108 should become an online meeting, and to use the same fee structure if it does.

The SHMOO WG met for the first time during IETF 108 and a presentation was given regarding the various areas of [meeting planning](#) to be considered. This was an old presentation produced some years ago and went a bit further than we would now be comfortable with by including sponsorship within scope.

One of the IESG members that was part of the IETF 108 planning group has produced a draft on "[Considerations for Cancellation of IETF Remote Meetings](#)".

6. Tools and NOC

Proposal for an IETF community xmpp (jabber) service

This has now been overtaken by events and will not be pursued any further for now. An excellent presentation was given to the SHMOO WG covering the [functional requirements](#) for group chat systems with a view to community guidance being produced that the LLC will then implement.

7. IESG/IAB/IRTF/Trust/RSOC

Transfer of IP assets to the IETF Trust

I have followed up with the IETF Trust following the last board meeting to explain that the board would like asset transfers to match the scope of the Trust as set out in their charter rather than all IP the LLC generates. I have suggested to the Trust Chair that this be followed up with the LLC Chair.

IETF Supporters Badge

We have raised the idea with the Trust of an IETF Supporters Badge, which is a logo design based around the IETF logo that can be used by supporters to show their support of the website on their websites and the like, rather than the IETF logo, and which explicitly notes that they are a supporter. I will be attending the next meeting of the Trust in September to discuss this further.

Community metrics

We are supporting the IESG with the collation of a set of metrics about the community. This is still in the early stages of planning but it is likely that there will be a full IETF survey some time this year to get the bulk of the data required.

8. Miscellaneous

None.

3. Discussion of ISOC funding proposal (public part)

Jason updated the board on the status of discussions with the Internet Society on continued funding for the IETF. In particular, Jason noted that:

- The current agreement's financial support ends this fiscal year (2020).
- We are seeking a long-term financial support agreement rather than a short 2-3 year term, in order to provide better financial stability and certainty for the IETF and enable us to focus on the long-term financial future of the organization.
- We recently presented to the ISOC board to explain our long-standing partnership and say we'll be coming soon with details.
- We are working to schedule a September joint board meeting to make our proposal formally - Doodle poll for dates/times is open.
- While the precise details remain to be determined by this board, at a high level it seems the components are support for continued operational expenses at some level and assistance in building up our investments so that we can become more financially self-sufficient in the future.
- On the latter part, this will likely involve a strategic effort by the IETF LLC to fundraise from many new sources and at significant levels - as we discussed at our F2F retreat in early 2020.

4. AOB

The board asked where the May 2020 financial statement stood and asked to review & approve it soon. Jay took an action item on this and noted that delay was due to some challenges with the new process with the CPA firm that are being sorted out.

Part II: Board + Staff

The IETF ED covered several confidential items related to venue negotiations and associated contractual issues.

Part III: Board + ED Only

Jason covered a confidential part of the approach to seeking continued funding from ISOC.

Part IV: Board Only

Continued discussion of ISOC funding proposal around briefings & how to approach the negotiations & discussions.

We also agreed it is time to begin work to scope out a role for a fundraising-related position, as we've been considering, so Jason will talk to Jay to kick off that process.

The board also discussed the ongoing discussions within the IETF concerning inclusiveness.