

# Meeting: LLC Board

Date: August 9, 2023

## Attendees

### LLC Board:

Maja Andjelkovic  
Mirjam Kühne  
Jason Livingood  
Sean Turner  
Lars Eggert

### Staff/Secretariat:

Jay Daley  
Alexa Morris  
Debbie Sasser  
Lee-Berkeley Shaw  
Lisa Winkler  
Greg Wood

### Observers/Guests:

Andrew Campling

### Scribe:

Michelle Cotton

### Conflicts of Interest Declared:

None

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# Part I: Open to the Public

## 1. Record e-vote results

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

a. The April 2023 Financial Statements were approved with the board e-voting as follows:

Maja Andjelkovic: YES  
Lars Eggert: NO VOTE  
Mirjam Kuehne: YES  
Jason Livingood: YES  
Sean Turner: YES

b. The July 12, 2023 LLC Board Meeting minutes were approved with the board e-voting as follows:

Maja Andjelkovic: YES  
Lars Eggert: ABSTAIN  
Mirjam Kuehne: YES  
Jason Livingood: YES  
Sean Turner: YES

## 2. Review & approve prior month's financial statement

The May 2023 Financial Statements have been circulated by the board and an e-vote will be initiated this week. The June 2023 Financial Statements are currently being drafted.

## 3. Status and Progress of Venue Requirements Document

There is no specific update currently. There is an interesting discussion happening on the mailing list which is generating useful input. A new version of the document should be available prior to IETF 118. We are making a number of changes such as changes in timing and features in the registration system that we can move forward with.

## 4. Update on the IETF's technical work

Lars Eggert reports that it has been quiet after IETF 117 which is expected. The IESG will have their first formal telechat this week. Looking back, IETF 117 was very successful. They are reviewing the numbers with Jay to determine why we didn't hit the numbers they were

expecting. Anecdotally it looks like many companies have cut travel budgets which if that is the case it will impact the next 2-3 meetings. Otherwise there were some great BOFs and also initial Working Group meetings.

## 5. Executive Director Report - Public

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# Public Executive Director Report

For the IETF Administration LLC Board meeting on 9 August 2023

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 confidential matters are in a separate report.

## 1. Strategic Matters

### Board Retreat

There are a number of in-progress follow-ups from the board retreat. The IETF Administrative Strategic Plan 2023 is now available for review.

## 2. Policies

### Antitrust

There have been some productive conversations on the antitrust-policy list. The next step is likely to be a call with the key contributors to try to finalise this.

## 3. Finance

### Process Improvements

The Director of Finance is working with the outsourced accountants on a number of process improvements:

- Enabling the monthly financial statements to be produced by a report in our accounting system, instead of the current manual process.
- More accurate coding of invoices when processed for payment.
- More detailed VAT accounting
- Simplified and more accurate expense reimbursement.

## Bank Account Changes

The switch of bank accounts is almost complete. The old credit cards have all ceased to be used and all payments are from our new account. The only unresolved matter is switching all of our sponsors to pay to our new account. The bulk of our funds have been transferred to the new accounts and the Director of Finance is assessing our liquidity requirements to determine how much can be moved to our investment manager.

## VAT

Our new approach to VAT is paying dividends. We recently received a VAT refund from the UK of £42,204 for IETF 115 London, following an earlier payment from Austria for IETF 114 Vienna. By comparison, under the old approach we are still waiting for payment from our agent for IETF 104 Prague.

## 4. RFPs and contracts

### Infrastructure RFP and Email Process RFP

These two RFPs have now been [issued](#). These are large and complex RFPs and we expect it will take significant effort to assess the bids.

## 5. Meetings

### IETF 117 San Francisco

This meeting has now concluded and by all accounts it went very well, despite multiple behind-the-scenes issues with the hotel, and a significant WiFi bug that affected many participants. The results of the post-meeting survey should be ready soon after the board meeting.

## **IETF 119 Brisbane**

This was announced at the plenary during IETF 117. We are now looking for a meeting host and sponsor and have held a number of calls with Australian Internet organisations to see how they can help. The general message we are hearing is that budgets are tight and nobody is yet willing to commit.

## **Increasing cost of meeting venues in North America**

We are increasingly encountering that venue costs in North America have increased significantly (in part due to higher than normal inflation in the US and post-COVID travel demand). This will also be discussed in the Board/Staff session as confidential financial information will be provided.

## **IRTF Speakers**

The IRTF, and occasionally the IETF, regularly invite external speakers to their Research Group meetings and there are often problems with their meeting registration. Many fail to register, despite clear instructions to do so, and expect to join the session at the start with no preparation leading to a scramble at the start of the session to get them registered.

This is further complicated by the desire of some in the IAB for speakers to be given a free registration and pointing them to the fee waiver process, which specifically states that it is not to be used by speakers.

To address this, I have agreed with the IRTF Chair and the IETF Chair that they will each get 5 single-session passes that they can choose to give to speakers, and all others will need to pay.

# **6. Tools/RPC/RSWG/RSCE**

## **RSCE Projects**

The engagement model for the RFC Series Consulting Editor (RSCE) has evolved slightly differently from that initially envisaged by the community for this post. In addition to developing advice to the community, the RSCE is managing some projects for the RFC Editor function - one on a redesign of the UI for rfc-editor.org and one on accessibility consulting.

## RPC and GitHub

I chaired a session on the RPC use of GitHub at IETF 117, bringing together the RPC and some key community members with a range of expectations around the use of GitHub. This meeting was very successful in bridging the gaps in expectations and taking us close to a common plan for the way forward.

## RPC Tools Refresh

This project has made significant progress and development work is close to starting:

- A decision has been made that the RPC database will migrate into Datatracker and screens and workflows are being designed.
- A decision has been made that the editing tool will be built in-house using the open-source VS Code engine and plugins to deliver much of the functionality.
- The required editing functionality has largely been mapped and a new command structure and workflows are being designed.

## 7. IESG/IAB/IRTF/Trust

### IETF Trust

There were a number of productive meetings with the IETF Trust at IETF 117. Progress on the outstanding issues can be summarised as follows:

- The Trust are still working on amended bylaws to address the capture concern raised by the LLC, but we have agreed in principle that it will be sufficient to include a requirement for a change to specific sections to be announced several weeks before implementation, in order to give the community and community process a chance to prevent any unacceptable change.
- We have a plan for handling pre-5378 additional grants. The Trust would like quite a complex process with digital signatures and secret documents, and so we will start simple and add those as needed over time.

## 8. Communications/Outreach

Nothing to report

## 9. Fundraising

### IETF-119 Fundraising Efforts

In light of our anticipated host for IETF-119 taking a step back due to financial constraints, the Development team is aggressively pursuing potential new sponsors for that meeting. Two prospect calls have taken place since the last meeting to garner interest and connections, with several more planned. Some of these leads were generated through prospecting groundwork laid at ICANN-76 and 77. Given the short timeline, this effort will remain a priority in 2023. If you have contacts or suggestions on those two whom we should approach about support in Australia, please be in touch with Lee-Berkeley or Stephanie.

### Prospecting Updates

We are actively following up on prospects identified and/or cultivated at the 116 Networking Reception, ICANN-77, and IETF-117. In addition to the 2 new gifts reported at the last meeting, we have received a positive indication that a second ccTLD will be including IETF in their 2024 funding budget, with confirmation expected in early November once their budget is set. We have also been invited to pitch our case for support in front of the Board of Directors for a major industry organisation in August, as the result of a seven-figure ask which has been in the works for some time. The Director of Development is also building a targeted ask for a major foundation, and is exploring a new potential funding source from a smaller, industry-specific foundation as a result of conversations had at IETF-117. More details will be provided in the Pipeline report which will be circulated to the Board prior to the August meeting.

### 117 Networking Reception

The 117 Networking Reception was hosted as planned at IETF-117, with 48 guests attending of the 61 RSVPed. Remarks from leadership were succinct and well-received, and the networking appeared to be robust. Follow-ups have been sent to all guests and IETF participants, with reminders for feedback from the latter going out this week. There are four potential areas of immediate prospect follow-up noted to date.

## 10. Miscellaneous

Nothing to report

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### 6. Guest readout on IETF-117 women participation interviews

This topic was moved to the next board meeting when a report will be available.

### 7. Review/approve consultation on venue language

The board has reviewed the consultation and approved moving forward with the consultation.

### 8. Discuss timing for decision on future Asia meeting venue

By the end of 2023, the board will review the potential Asia meeting venues.

### 9. AOB & Questions from Observers

None

## Part II: Board + Staff

### 1. Review of rising costs of meeting venues

Jay Daley reported to the board some data about projected costs of future meetings. The board discussed various North American locations.

According to the IETF 117 survey results, although there are some issues with visas, it does not seem to be as big of a problem as getting funding to attend meetings.

### 2. Investment of the Endowment Matching Contributions

Sean Turner requested confirmation regarding investing the matching funds for the endowment. The board agreed that investing the matching funds was appropriate.



### Part III: Board + ED Only

Ongoing progress in fundraising was discussed in detail.

### Part IV: Board Only

No topics were discussed