Meeting: LLC Board

Date: February 10, 2022

Attendees

LLC Board:

Maja Andjelkovic
Lars Eggert
Jason Livingood
Sean Turner
Peter Van Roste

Staff/Secretariat:

Jay Daley
Stephanie McCammon
Alexa Morris
Laura Nugent
Lee-Berkeley Shaw
Greg Wood

Observers/Guests:

Sean Croghan
Robert Sparks
Lisa Winkler

Scribe:

Liz Flynn

Conflicts of Interest Declared:

None.

Part I: Open to the Public

1. Record e-vote results

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

a. The January board meeting minutes were approved with the board e-voting as follows:

> Maja Andjelkovic: YES
> Lars Eggert: YES
> Jason Livingood: YES
> Sean Turner: YES
> Peter Van Roste: YES

b. A recommendation to shift the percentage of the investment portfolio mix was approved with the board e-voting as follows:

> Maja Andjelkovic: YES
> Lars Eggert: YES
> Jason Livingood: YES
> Sean Turner: YES
> Peter Van Roste: YES

c. A recommendation to change an investment percentage of a designated reserve fund was approved with the board e-voting as follows:

> Maja Andjelkovic: YES
> Lars Eggert: YES
> Jason Livingood: YES
> Sean Turner: YES
> Peter Van Roste: YES

2. Review & approve prior month's financial statements

Last month there was a question about how 2022 ISOC contributions are being recorded on monthly financial statements. The 2021 and 2022 funds were recognized in 2020 and therefore due to GAAP they don't show on the monthly statements for these years. For years 2023-2026,

the ISOC contributions will be recognized in the year the funds are granted. Jay will discuss with the accountants how to better explain this in the budget and/or monthly statements for others who may have the same questions.

The October and November 2021 financial statements were approved with the board roll-call voting as follows:

Maja Andjelkovic: YES
Lars Eggert: YES
Jason Livingood: YES
Sean Turner: YES
Peter Van Roste: YES

3. Update on the IETF's technical work

Lars reported that new work is progressing and there have been several BOF requests for IETF 113, as well as an interim BOF whose meeting was held earlier in the day. The IESG has decided on a basic schedule for the meeting days during IETF 113; sessions will begin at 10:00 AM local time and run for six and a half hours, with the plenary day lasting longer.

The plenary experiment at 112 had mixed results; while removing the plenary from the meeting week did reduce WG session conflicts during the agenda, attendance was down and many people were not aware of the change because they don't subscribe to the announcement mailing list. This experiment will not be repeated for a hybrid or onsite meeting but the idea may be revisited someday with another fully online meeting.

4. Executive Director Report - Public

Public Executive Director Report

For the IETF Administration LLC Board meeting on 10 February 2022

This report is provided by the IETF Executive Director and is taken as read at the meeting allowing more time for questions or follow ups. This report is public and there is no confidential report.

1. Strategic Matters

Nothing to report.

2. Policies

Antitrust

I have met with specialist antitrust litigation lawyers to review our current position and the need for a specific antitrust policy. At the time of writing the written advice is yet to be received. A brief summary of the verbal advice is that they assessed the litigation risk to us as very low and they regard the current IETF position as set out in our [statement](#) as strong and a specific antitrust policy is not needed.

3. Finance

Budget

The final budget has now been [blogged](#) and announced. In preparing this blog post an error was found in the budget paper presented in January where the variances between the 2021 and 2022 budgets had not been updated since the first draft. This was corrected for the post.

Endowment

IETF secured $250,550 for the Endowment during the 2021 fiscal year, not including ISOC matching contributions. The Director of Development is in the final stages of reconciliation and then will submit the 2021 Endowment donor report to ISOC with a request for matching funds per our contract. The 2022 development work plan is under development, including a robust pipeline of new prospective funders.

Audit

The audit continues, nothing yet to report.

4. RFPs and contracts

Brand Values RFP

The first phase of this project is nearing completion. The contractor will be presenting their findings the day before the board meeting and we will provide a verbal update at the meeting.

5. Meetings

IETF 113

Registrations have now opened and the latest data will be available for the board meeting (*701 total registrations -- 215 onsite and 486 remote. At this point out from IETF 111 there were 832 online registrations. For IETF 112 we were at 670. I think it's clear that some people are still holding off on making plans and watching to see what happens in the next couple of weeks. It's also the case that we opened registration far later than normal, so at at point in time for both 111 and 112 registration had been open for a full month longer*.).

By the time of the meeting we expect to have appointed a local company to act as our COVID officer and to produce the official version of our COVID protection plan for submission to the local authorities.

Given the complex nature of this meeting we are continually adding to a detailed [FAQ](#) for participants. There is a lot of community discussion on the issues around COVID protection, travel issues and compliance with local regulations.

6. Tools/RPC/RSOC/RSE

General

There is currently a lot going on behind the scenes with service upgrades and changes including:

- Datatracker is now behind CloudFlare for performance enhancements and DoS protection.

- The website CMS has been upgraded and editing features improved.
- Development work has started to upgrade some of the older authoring tools.

We are now seeing the impact of our hirings this year and at the current rate of progress we expect multiple software releases this year and a significant reduction in our technical debt.

Moving off tools.ietf.org

This is still waiting for completion of the BibXML service, which is expected in the next 4 to 8 weeks. Everything else is ready and the Tools Team PM may start to selectively go live with the new authors documentation site and online authoring tools, temporarily dual running with the old site before the switchover.

Move to GitHub

The move away from our Trac/Subversion code repositories and ticketing systems to GitHub is well underway. All of the small projects and wikis have moved, leaving just the three large ones of xml2rfc, datatracker and mailarchive.

7. IESG/IAB/IRTF/Trust

Nothing to report.

8. Communications/Outreach/Engagement

Website content updates

The top level menus of the website have now been reorganised to better connect with visitors and reduce duplication and clutter. Further changes are expected at lower levels. A new 'Donate' button is in testing.

9. Miscellaneous

Nothing to report.

5. Preparations for IETF 113

Stephanie McCammon described her experience visiting the IETF 113 venue last week and reported that the venue is ideally located and newly renovated, the staff are excited, the network is good, and she has been working closely with the Covid Officer who has been appointed to make sure the meeting follows local regulations. As Austrian Covid guidelines are changing rapidly, it is difficult to predict exactly what we will encounter next month, but the Secretariat and the Covid Officer are developing multiple plans for different scenarios. Stephanie is writing a [blog post](#) about her visit and participants will continue to be informed of all developments.

6. AOB & Questions from Observers

There were no other discussion topics or questions from observers.

Part II: Board + Staff

1. Readout of fundraising progress

Lee-Berkeley gave an update on her development work plan and showed the board a spreadsheet to track the 2022 pipeline of prospects.

Part III: Board + ED Only

1. Update on anti-trust

The ED presented advice from additional consultations with counsel on anti-trust & discussed planned next steps with the Board.

Part IV: Board Only

1. Approve EOY review for ED

The Board voted unanimously to approve the ED's annual performance review and incentive compensation award.