Meeting: LLC Board

Date: March 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
Sandy Ginoza
Robert Sparks

Scribe:

Liz Flynn

Conflicts of Interest Declared:

None.

Part I: Open to the Public

1. Record e-vote results

One e-vote has been completed since the previous Board meeting.

a. The February 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

2. Review & approve prior month's financial statements

The December 2021 monthly statement required a revision to include an update to a note regarding ISOC's contribution to the IETF. The revision was circulated to the Board shortly before the meeting so an e-vote to approve it will occur shortly, after further review time.

3. Update on the IETF's technical work

The IAB and IESG are in the process of approving the documents that update the RFC Editor model. It's unclear so far whether ISOC needs to sign off on the revision of the IAB charter, but that should be resolved fairly quickly. LLC Board members have already reviewed the documents and there is expected to be little, if any, budgetary impact on the LLC. The IESG is tracking data on overall work on drafts and email participation and those are still trending downward. Registrations are lower than expected for IETF 113 and it's unclear whether people are just waiting until the last possible moment to decide whether to travel or if the time zone is inconvenient and people will not attend.

4. Executive Director Report - Public

Public Executive Director Report

For the IETF Administration LLC Board meeting on 10 March 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 confidential matters are in a separate report.

1.   Strategic Matters

Annual staff performance reviews

The annual staff performance reviews have now been completed.

ED relocation

My relocation to the UK is well underway. I will go directly to the UK from Austria and be based there for the foreseeable future.

2.   Policies

Antitrust

Following our recent specialist legal advice, I am planning to pause any further work on this until the return of Brad Biddle from his sabbatical in mid-April.

Collection of sex/gender of participants

In 2013 the IAOC consulted on and announced a [policy](#) on the collection of gender data from meeting participants. In brief, the decision was to optionally collect gender data in the registration system but not link that to a specific registration and only collect it in aggregate thereby treating it as confidential.

While this policy was effective for a number of years, the world has changed and this policy needs to be reviewed:

- This data is not used that much. The [meeting statistics dashboards](#) do not include it and no regular reports include it either.

- Due to the pandemic, cancellations now run at a much higher rate than before but when a registration is cancelled we cannot correlate that with the collected gender data leaving that out of date.
- An increasing number of participants want to share their gender details, often the form of personal pronouns.
- Our survey capabilities and practices have expanded considerably and we are now consistently collecting demographic data from participants.

One option would be to make the collection of gender a more permanent feature of IETF data collection, with a private field in the Datatracker that can be updated both directly and via the registration system, while also supporting a public pronouns field. This would require new development work as not much is currently private in Datatracker and it would incur new GDPR/privacy risks.

The option I propose is that we stop collecting gender at the time of registration altogether and rely on survey data for understanding the gender composition of the IETF, subject to community consultation and agreement.

Separately, we intend to provide an opportunity for people to publicly share their preferred pronouns at first during meetings in the form of a badge sticker and possibly later as a public Datatracker field. I view this change as an operational response to participant requests and not something for consultation.

Recommendation: *That the LLC Board approves the ED consulting with the community on ceasing to collect confidential gender information in the registration process and relying instead on survey data to understand the gender composition of the IETF.*

Carbon offset

As we restart in-person meetings I have restarted our previous work on carbon offsets. There are two parts to this - measuring our carbon footprint and identifying a suitable offset scheme.

I am planning to engage with the community via the admin-discuss list to understand what involvement the community would like in this and then to discuss the substantive issues. To assist with this, we have identified a new consultancy who I expect will advise us, provide us with written information and participate in community Q&A sessions..

3. Finance

Accountants

The main accountant supporting us at our finance contractors is leaving and their role will be filled in the interim by our onboarding manager who is familiar with our accounts. I am chasing the accountants for a firm date to switch from QuickBooksOnline to Sage Intacct to give us better financial information and reporting.

Audit

The audit continues, nothing yet to report.

4. RFPs and contracts

RPC tools refresh project manager

We received no bids for this and I am trying other means to secure a contractor. While this is not urgent it will become so as we approach RFC 10000 and so I still aim to have someone start this year.

5. Meetings

IETF 113

Onsite COVID management
The Austrian government has recently announced a loosening of their COVID restrictions but at the time of writing we are not clear what impact that will have on IETF 113. We are hoping that the requirement for people to be seated while eating will be removed. This should become clear before the board meeting.

As a consequence our local COVID officer has not been able 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.

VAT and funding

Our application for a VAT number was greatly delayed by a lost label on a courier package containing signed documents. Our application has now been submitted and we hope it will be processed quickly. As a result of this delay there are several knock-on effects:

- We have missed the deadline for applying for local subvention funding (EUR24,000).
- We cannot recruit any local staff until the VAT number is known.
- Our registration invoices are still not VAT invoices.

As soon as I am resident in the UK we will begin the process of registering for UK VAT for IETF 115, sufficiently early to avoid any problems.

Registration number and financial impact

At the time of writing, the total number of in-person registrations is 272 and online is 640. I estimate we have 200-300 people waiting to see what happens before registering. This leaves us approximately $150,000 below our income budget.

Additionally, our booked room occupancy is significantly short of the committed levels and we will therefore incur a financial penalty. I expect to have a figure for this at the board meeting.

6.   Tools/RPC/RSOC/RSE

General

The Tools Team PM recently held a community planning session to help organise the [key work topics](#) for this year and agree the nature of community engagement. The general strategy is twofold - some work will be undertaken as tools projects with the project meetings open to the community, while others will be planned in a series of community workshops.

Moving off tools.ietf.org

This is still waiting for completion of the BibXML service. This has proved much more complex than the contractor estimated but we are close to delivery. By the time of the board meeting the new authors documentation site will have gone live.

Move to GitHub

This is almost complete and we are already seeing a positive impact with community members running tests and freely reporting issues on GitHub.

7. IESG/IAB/IRTF/Trust

Nothing to report.

8. Communications/Outreach/Engagement

Structure of the IETF

In mid-2021 I produced a diagram of the structure of the IETF to assist our new staff with their onboarding. With help from the IESG and broader community a much improved diagram is now [published on our website](#), for which I have received a surprisingly large volume of favourable feedback.

9. Miscellaneous

Nothing to report.

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5. Final steps to sign GS & IETF LLC IMA Amendment and revised IPS

The Board has already voted to approve revisions to the investment management agreement with Goldman Sachs. Sean asked for any final comments before planning to sign the final version of the document on Monday.

6. AOB & Questions from Observers

There were no other discussion topics or questions from observers.

Part II: Board + Staff

1. Fundraising update

Lee-Berkeley gave an update on her development plan and prospect pipeline and discussed some potential donors she may meet in the upcoming months. A "Donate Now" button has been added to ietf.org and an option to make a yearly recurring donation will be investigated.

2. Update on future meeting contracts

The next meeting that remains uncontracted is IETF 116. Laura Nugent is in the process of finalizing a contract with a venue and although it's moving slowly, the process is in motion. Potential venues for IETF 119 have also been identified and the site visit team will be traveling in May 2022 to look at new venue options.

3. Confidential Executive Director report

The confidential report involved a policy compliance issue which Jay is working to resolve.

Part III: Board + ED Only

1. Dates/agenda for annual retreat were discussed and Jason will send a Doodle poll to pick dates

Part IV: Board Only

1. Discussion of NZ to UK change for the ED

The Board discussed the contractual changes required to support Jay's relocation from New Zealand to the United Kingdom. The firm Globalization Partners (GP) is used to manage these arrangements and Sean & Jason have been working on this, with Sean as the lead. Counsel

have reviewed and approved the new agreement as well. GP handles compliance with the differences in employment law, health care systems, retirement systems, and so on. Sean's goal for the legal shift from NZ to UK is set for 1 April 2022.

2. Appointment of officers

The Board re-appointed Jason Livingood as board chair for another year. The board also re-appointed Sean Turner as treasurer for another year.