Meeting: LLC Board
Date: April 23, 2019

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

Staff:
Alexa Morris
Portia Wenze-Danley

Observers:
None

Scribe:
Liz Flynn

Part I: Open to the Public

0. Recording results of e-vote

On March 27, 2019, an e-vote was conducted via email of the incoming board members to select a Chair and a Treasurer.

Jason Livingood was elected Chair.

Sean Turner was elected Treasurer.

1. Review & approve minutes from last two meetings: March 18 and March 26, 2019

Both minutes were approved by unanimous consent and will be posted on the website.

2. Review & approve December 2018 - February 2019 financial statements

Sean has reviewed the December 2018, January 2019, and February 2019 financial statements and has discussed them with Portia. These three statements were approved for posting by unanimous consent. At the board face-to-face in May 2019, Sean and Portia will be walking the

board through the financial statement template, and the board will discuss what, if any, changes may be desired.

3. IETF Trust funding request

The IETF Trust has sent a request for funding in 2019 for the expected, budgeted amount of $65,258. The Board approved this funding request by roll-call vote:

Maja Andjelkovic Yes
Alissa Cooper Yes
Jason Livingood Yes
Sean Turner Yes
Peter Van Roste Yes.

4. Meeting with Goldman Sachs at board retreat

Sean has been talking with Goldman Sachs about developing the LLC's investment policy. Since their offices are very close to where the board retreat will be held in Washington DC, he suggests inviting them to talk in person. A 30 minute slot will be added to the agenda for this discussion.

5. Status of officer/authority changes with Goldman Sachs

The officer changes are complete.

6. Preparation for IETF 105; identify/discuss any issues

IETF 105 will be held at the same venue as IETF 102, but the contract for 105 was signed much earlier and therefore prices will be lower for both participants and the IETF as a whole.

Anecdotally, we have heard concerns from participants from Chinese companies who are worried about obtaining visas to Canada. The Secretariat is aware of this concern and will be doing everything possible to assist participants during the letter of invitation process.

7. Status of insurance policy research

Our current insurance broker, through ISOC, has presented some recommendations for coverage. Jason will follow up with Portia in depth and they'll come back to the board with a more detailed proposal.

8. Status of compliance/policies research

Counsel will be helping develop the first draft of policies to spur discussion at the May 2019 face-to-face meeting.

9. Discussion of voting tool

The board reviewed and discussed several online voting tools to facilitate e-votes. The board decided by unanimous consent to begin using ElectionBuddy and will revisit this decision later if needed.

10. Detailed review & discussion of agenda for the May 2019 face-to-face meeting

The board reviewed the draft agenda for the May face-to-face meeting and will revise it as necessary in the coming weeks.

Part II: Board + Staff

1. Discuss RFP schedule

Portia has prepared an RFP calendar so the board can see when RFPs are needed for the rest of the year, and associated milestones.

2. Status of Tools RFP

Portia advised the board that there is an RFC Errata Tool RFP currently open, with responses due by 25 April.

3. Status of temporary NOC services agreement

Portia worked with counsel to draft a Statement of Work for temporary NOC services. She will send the SOW to the Board for review and approval when it is ready.

Part III: Board Only

1. Executive Director (ED) search

Sean provided an update to the board on the ED search process and will soon provide the search firm contract for board approval.

2. How to proceed on RFC 6635-bis

After board review, Sean will send a high level note to the IASA working group list regarding 6635-related issues.