

Meeting: LLC Board

Date: March 12, 2020

Attendees

LLC Board:

Maja Andjelkovic
Alissa Cooper
Jason Livingood
Sean Turner
Peter Van Roste

Staff:

Jay Daley
Alexa Morris
Greg Wood

Observers:

Brian Campbell
Alvaro Retana

Scribe:

Liz Flynn

Conflicts of Interest Declared:

Sean Turner:

- I will recuse from any online and offline IETF LLC discussions related to .ORG. I will remove myself from the meetings during any non-public portion and will remain silent during any public portion. Rationale: I am on the Internet Society Board.
- I will recuse from any online and offline discussions related to the Temporary RFC Series Project Manager. I will remove myself from the meetings during any non-public portion and will remain silent during any public portion. Rationale: Standcore LLC is owned and operated by John Levine; he and I are both on the Internet Society Board.

Jay Daley:

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

Part I: Open to the Public

1. Approvals

There was nothing needing approval.

2. Vancouver meeting / COVID-19 update

The in-person meeting in Vancouver has been canceled. There is a possibility to rebook a future meeting at the same venue, for 2024 or beyond. Jay will investigate that option since the venue has already been scouted and has worked for the IETF previously, making it less effort & cost than scouting a new venue.

3. Board call during IETF 107 week

The Board will schedule a virtual meeting during the week of March 23 in order to select officers and discuss anything that comes up during the plenary.

4. Review draft presentation for IETF 107

The Board and staff reviewed a draft of plenary presentation slides for IETF 107.

5. Conflict of Interest declarations update

Jay has received all necessary Conflict of Interest declarations and they will be posted to the IETF website. After the whistleblower hotline is announced, Jay will inform ISOC about where to find these items, in order to fulfill IETF LLC obligations to ISOC per the LLC formation agreement.

6. IETF Executive Director Report

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.

NOTE: There is no confidential report for this meeting.

1. Strategic Matters

Strategic retreat 2020

The final draft of the strategic plan is now ready for board review and then approval or amendment.

This plan has been reconciled with the 2020 Comms Plan and the ED Goals to ensure the three documents align.

There are two new sections - a mission statement and a list of values. Thoughts and edits are welcome. These are normally developed in a workshop, using consultants with mood boards and with two copywriters in the room so this may be asking too much for us to agree them next week.

This is a very long strategic plan and more tilted towards capacity and capability than big-picture outcomes. I'm happy with both of those aspects as I think that is appropriate for our stage of maturity and the work that we need to do.

The draft strategic plan was approved by the board. The board asked Jay to share it with the IETF community for comment.

2. Policies

Whistleblowing policy

The whistleblower reporting site is almost ready (<https://ietf.ethicspoint.com>) and the hotline is all set up. We expect to announce this service next week.

Covered persons and COI

All the forms have now been received and uploaded for board review. They will all be published next week .

3. Finance

New CPA firm and associated changes

The process for bill payments is going well though there are still some minor things to be worked through. One thing that is working very well is the specification of a formal approval chain involving either the NOC Lead, Tools PM, Treasurer or Chair, with everyone doing their part in a timely fashion.

Issues with the payroll provider Gusto have been resolved and so we will continue to use them

The expenses management system Tallie has not been implemented as GRF have seen some issues for another client of theirs who uses it that they are waiting for a resolution for before proceeding.

VAT Management

We have received definitive advice from AccordanceVAT, which concurs with our previous advice (both here), that we do need to charge VAT for IETF 108 Madrid. We are currently setting up the processes for this.

4. RFPs and contracts

The only active RFP is the RPC security review, which is progressing to schedule.

5. Meeting

IETF 107 Vancouver

The concerns around COVID-19 are taking up approximately 50% of my time in monitoring public health advice, responding to direct messages, working on backup plans and preparing communications. There is no change in status from the public announcements.

I have agreed with the Chair (for board ratification) that we do not need to be concerned with the financial impact of cancellation as we have sufficient reserves to carry any loss.

Our insurance broker has confirmed that we have comprehensive epidemic/pandemic insurance through a specialist insurer, which was added at the special instruction of the IAD. It is not clear if this is triggered by corporate travel restrictions and as we are one of many in a similar position the underwriters are considering this.

Carbon footprint

I have initiated discussions with a few firms to find a consultancy that can calculate the carbon footprint of an IETF meeting and help us develop a minimisation/offset strategy.

6. Tools

Operational services

The recent server issues have now been fixed and the root cause identified, which was a hard to find bug in a core operating system. The secretariat do not expect any further issues and so I am focusing on the more strategic issues raised.

I have asked the Tools Team chair to initiate an open discussion on some aspects of the operational services provided by the secretariat, which he agreed to and this will happen just before the board meeting. Two of these are:

- Community visibility into the service monitoring system. There are a number of cloud apps that enable service users to get an instant picture of the status of services and subscribe to alerts. This would eliminate the “is it down for you” conversations and provide an authoritative and recorded status page
- Independent load and performance testing. A common complaint about Datatracker is its performance and we may benefit from using a cloud app that monitors the performance of our systems as if it were a user, and presents that information publicly.

Datatracker

I am planning to meet with key contractors at IETF 107 Vancouver to go through the architecture of Datatracker in order to understand the design decisions taken and the current challenges. This will form the basis of some key planning to come and I will also take the opportunity to produce some basic architectural documentation.

xml2rfc

This is the key tool used by the RFC Production Center to produce RFCs. It is maintained by a key contractor to the LLC. Oversight of the development of this tool is part of the responsibilities of the RFC Series Editor (RSE) and yet it is clear to me that significant technical expertise is required to do that effectively and that expertise has not been a recognised criterion for the selection of an RSE. Consequently, significant problems have developed over the last year with a strong split in opinion on what features should be supported and how.

Luckily the Temporary RFC Series Project Manager (PM) has this expertise and the RSOC has adopted my recommendation of tasking the PM with producing draft plans to address the problems, which can then be discussed

7. Miscellaneous

News report services

We are considering whether to commission a pilot of a news report, probably the Goldstein Report, and make that available to the IETF community. This is a curated news clipping service, which would be tailored to the IETF and so provide a weekly report of when the IETF, RFCs and IETF protocols appear in the news. 'News' in this context means a wide range of sites from traditional media to technical blogs. As this is entirely new, it will take some time for the right sources and subjects to be identified and the value to be measured. Views on this are welcome. The board approved a limited pilot test to evaluate the potential value.

Part II: Board + Staff

1. Draft strategic plan

The Board has approved the draft strategic plan and asked the ED to share it with the IETF community for their comment .

2. IETF Trust 2020 funding request

The IETF Trust has sent a formal budget request. The Board reviewed this for information only, as the request falls within the amount already budgeted for 2020 and therefore does not need Board approval.

Part III: Board + ED Only

1. Review & discussion of budget models:

The board reviewed possible future budget models based on scenarios such as further COVID-19-related meeting cancelations. The general framework of the what-if scenarios made sense but the plan needs to be adjusted using project FY-2021 numbers rather than current FY-2020 numbers. Additional revisions will take place later in March.

Part IV: Board Only

Brief discussion of the latest publicly available news on the potential sale of PIR.