

Meeting: LLC Board

Date: July 13, 2022

Attendees

LLC Board:

Maja Andjelkovic
Lars Eggert
Jason Livingood
Sean Turner
Peter Van Roste

Staff/Secretariat:

Jay Daley
Stephanie McCammon
Alexa Morris
Paige Mustafa
Laura Nugent
Lee-Berkeley Shaw
Robert Sparks
Lisa Winkler
Greg Wood

Observers/Guests:

Andrew Campling

Scribe:

Michelle Cotton

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 June 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 statement

No financial statement was ready for this meeting so review and approval will take place by email.

3. Update on the IETF's technical work

The IESG sent out an announcement about Nomcom eligibility and continuing the experiment set out in RFC 8989. The experiment allowed for fully online meetings to count towards eligibility. In re-reading the document, the IESG realized that it only talked about fully online meetings. They clarified that online participation at hybrid meetings would also count towards eligibility. There is an item on the GENDISPATCH agenda to discuss what to do with the experiment as RFC 8989 says it only lasts for 2 years.

The tools team also found that the requirement in RFC 8989 was not being implemented. A person needs to have participated in at least 1 session, with a meetecho log-in record. Last year it was sufficient to have just registered. They are going to restore the data in the datatracker to calculate eligibility.

4. Executive Director Report - Public

Public Executive Director Report

For the IETF Administration LLC Board meeting on 13 July 2022

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 confidential report.

1. Strategic Matters

Annual report

The 2021 Annual Report is waiting for the final audited accounts and will then be published.

I would like a conversation about the future of the annual report. Currently, because we wait for the audited accounts, it can be 5-7 months after the end of the year when it is published, which means that it can only provide the report of the year before to showcase the work of the IETF. It may be worthwhile considering two separate documents, an end of year report that is similar to our current report and the later in the year a publication of our audited accounts as a separate document.

2. Policies

Misuse of IETF systems

This consultation has now [started](#) and is due to run until 7 August 2022. This should allow an opportunity for any questions to be raised at the IETF 114 plenary. To date there have only been a few responses, with some of the view that the IESG should be the ones to run this consultation and decide on any policy.

Antitrust

This is currently with Counsel who are working on an antitrust training video and a new version of the jointly authored I-D.

Social lists/channels

During the recent IAB/IESG/LLC retreat, a question was asked about retention of messages to social channels. Counsel have confirmed that we are under no obligation to keep such messages, and so I have issued an updated [Records Retention Schedule](#) that notes this. As a reminder, this schedule is referenced in the [IETF LLC Records Retention and Management Policy](#) and can be updated independently of that policy.

3. Finance

Audit

We have provided the auditors with the final documents required to answer their questions and provide additional details and we are awaiting to hear if these are sufficient for the audit to complete.

4. RFPs and contracts

General

Michelle Cotton from AMS has taken over as the RFP Administrator and is learning the process and asking lots of questions. This has highlighted a number of areas of improvement, which we expect to implement over the next few months. None of these are likely to be significant enough to require community consultation.

RPC tools refresh project manager

This contract has now been awarded and [announced](#). As discussed, we have published COI disclosures from the key personnel identified in this contract and LLC staff. This project will have kicked off by the time of the board meeting.

UI/UX Services

This RFP has been [announced](#) with the following overview:

The IETF has a web presence spanning multiple sites controlled by different bodies within the IETF and with different but overlapping sets of purposes and users. The sites use a range of underlying platforms and content/design management processes. The most actively used sites are developed and maintained by in-house and contracted developers. Some of these sites have been through a design refresh that incorporates user experience objectives, while others have grown entirely organically.

The IETF is seeking a specialist UI/UX service provider to support our developers and content managers in all aspects of UI/UX with a view to driving a significant improvement in the user experience of these sites. We expect this assistance to include formally scoped projects and ad-hoc advice and consultancy. The initial term of the contract will be for three years with the option to renew for a further three year term by mutual agreement.

Once the contract has been awarded, we expect work to start quickly and the changes to our interfaces to make a significant beneficial impact.

Salesforce Integration Partner

This RFP has been [announced](#) with the following overview:

The IETF Administration LLC seeks a partner to guide the acquisition, account setup, design, customization, and implementation of the CRM database Salesforce to support our fundraising efforts as a global nonprofit. While the Internet Engineering Task Force (IETF) has been in existence for over 35 years, the IETF Administration LLC was established four years ago as a disregarded entity of the nonprofit Internet Society. Fundraising, other than for meeting sponsorship, was nascent prior to 2021, and as such, data conversion will be minimal. Integration of supporting technology will be expected. We seek a partner to guide us through this process, customize the Salesforce tool to meet our needs, and deliver a fully functional database for use within pre-established time constraints.

5. Meetings

IETF 114

At the time of writing we have 535 registered onsite participants and 371 remote giving a total of 906, which is still ~300 below the expected total and ~200 fewer than expected this far out from the conference. We are still assessing the financial impact from this due to our room night guarantees but it is likely to be lower than \$100,000.

While the consultation on our COVID management practices closed some weeks ago and our policy is now set, there are ongoing discussions about this on the [IETF 114 attendees list](#). Some of these have resulted in clarifications being published in our FAQ. At the time of writing, the only further clarification needed is around the definition of “active speaker”.

6. Tools/RPC/RSOC/RSE

Moving off tools.ietf.org

This is delayed due to problems with the bib.ietf.org service and may be delayed until after IETF 114. An update will be provided at the board meeting.

RSCE recruitment

The committee is currently booking interviews.

Wiki migration

We now have the needed technical integration in place between our chosen Wiki product and the Datatracker, for authentication purposes. We will shortly begin a project to migrate content from the many instances of the previous software to the new single community wiki.

7. IESG/IAB/IRTF/Trust

Nothing to report.

8. Communications/Outreach/Engagement

Brand values project

The project to articulate more effectively the IETF's mission and value to important audiences—including those who do not participate in the IETF such as current sponsors, potential funders, and the managers of IETF participants—has completed. The resulting guidelines document will help ensure IETF principles are clearly and consistently communicated over time and across channels.

WG chairs training

Based on the positive assessment of the chairs training undertaken last year and the expressed need for further training, a training program has been developed in coordination with the Education Mentoring and Outreach Directorate (emodir). It will benefit from ongoing input of an advisory committee made up of Area Directors and current working group chairs as last year's program did. The training will include four real-time workshop sessions and six focused on-demand modules to be completed by November.

IETF Participant experience map

We have built out an initial experience map to bring together the various aspects of, and information about, potential and current IETF participants and journeys they commonly undertake while interacting within the IETF and using its documents. It brings together and builds on existing data from surveys and user journey workshops and personas, and will be updated continuously as new information is available. Leveraging common UX tools and methods, this model will help understand, inform, and improve the development of websites, services, and other resources.

9. Miscellaneous

Nothing to report.

5. AOB & Questions from Observers

There were no other discussion topics or questions from observers.

Part II: Board + Staff

1. Update on contracting for Asia location for IETF 116

Laura Nugent is working to finalize the contracts as soon as possible. There still remains some negotiation on catering. The board indicated that they are comfortable with going forward and signing contracts with the catering to be determined at a later date. The board asked that this agreement be signed before IETF 114 later this month, so that it can be announced at that time.

2. Update on the location for IETF 119 in March 2024

An assessment report was provided to the board regarding a potential location for IETF 119. The Board formally approved moving forward with location with voting as follows:

Maja Andjelkovic: YES

Lars Eggert: YES

Jason Livingood: YES

Sean Turner: YES

Peter Van Roste: YES

3. Update on the location for IETF 121 in November 2024

Close to completing negotiations with the venue.

4. Update on the location for IETF 122 in March 2025

Close to completing contract signing with the venue.

5. Ongoing Projects and Fundraising Update

The Salesforce Integration Partner RFC has been posted. Lee-Berkeley has circulated it on LinkedIn and a nonprofit management group she belongs to. She has also been working with the secretariat on updates to ARO to prepare for an easy data migration when a Salesforce Integration Partner is selected and that work begins.

Lee-Berkeley gave an update on her recent meetings at the ICANN Policy forum in the Hague. She will be following up with many individuals in the next few weeks.

A graphic was added to the development plan to help visually capture a strategy for fundraising. Currently she is in Washington DC and has numerous meetings scheduled.

Part III: Board + ED Only

1. The Board and ED discussed who will be in person at IETF-114 and plans to meet face-to-face for those attending.

Part IV: Board Only

1. No subjects to discuss