

Meeting: LLC Board

Date: October 11, 2023

Attendees

LLC Board:

Mirjam Kühne
Jason Livingood
Lars Eggert
Sean Turner
Maja Andjelkovic

Staff/Secretariat:

Sean Croghan
Jay Daley
Sandy Ginoza
Stephanie McCammon
Alexa Morris
Laura Nugent
Debbie Sasser
Robert Sparks
Greg Wood

Observers/Guests:

Donald Eastlake
Merike Kaeo
Simon Leinen
Ori Steele
Shauna Turner

Scribe:

Michelle Cotton

Conflicts of Interest Declared:

None

Part I: Open to the Public

1. Record e-vote results

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

a. The June 2023 Financial Statements were approved with the board e-voting as follows:

Maja Andjelkovic: NO VOTE
Lars Eggert: YES
Mirjam Kuehne: YES
Jason Livingood: YES
Sean Turner: YES

b. The July 2023 Financial Statements were approved with the board e-voting as follows:

Maja Andjelkovic: YES
Lars Eggert: YES
Mirjam Kuehne: YES
Jason Livingood: YES
Sean Turner: YES

c. The 2023 IETF Administrative Strategic Plan was approved with the board e-voting as follows:

Maja Andjelkovic: NO VOTE
Lars Eggert: YES
Mirjam Kuehne: YES
Jason Livingood: YES
Sean Turner: YES

d. The September 13, 2023 LLC Board Meeting minutes were approved with the board e-voting as follows:

Maja Andjelkovic: ABSTAIN
Lars Eggert: YES
Mirjam Kuehne: YES

Jason Livingood: YES
Sean Turner: ABSTAIN

2. Review & approve prior month's financial statement

The August 2023 Financial Statements have been circulated to the board and an e-vote will be initiated next week. Financial statements have been getting out more quickly for review thanks to Debbie Sasser working closely with the accounting team. Debbie noted that there was a swing in the market which had an impact on the financials.

3. Update on the IETF's technical work

Lars Eggert reported that everyone is getting ready for Prague. The preliminary agenda is out. There has not been too much negative feedback about conflicts. This is a result of the good work of the secretariat, specifically Liz Flynn. The IETF is cautiously looking at higher numbers of registrations according to the current curve.

4. Executive Director Report - Public

Public Executive Director Report

For the IETF Administration LLC Board meeting on 11 October 2023

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 there is no confidential report.

1. Strategic Matters

Experiences of Women in the IETF

This report is now ready and will have been published by the time of the Board meeting, along with a supporting blog post. The author of the report has been invited to this meeting to provide a readout on the highlights of the report.

Consultation on Strategic Plan

Consultation has [started](#) on the [IETF Administrative Strategic Plan 2023](#), closing on the Monday after IETF 118 Prague to allow any discussion at Plenary.

2. Policies

Antitrust

An in-person session at IETF 118 Prague has been scheduled to try and get a final agreement on the few outstanding issues.

Safety Policy

In response to concerns about the legal risk to the IETF from a failure to act on credible concerns of participant security, I will be working with counsel on a draft safety policy for the board to consider. This is being coordinated with the IETF Chair given the potential impact on the standards process.

3. Finance

VAT

We have still to receive payment for IETF 104 Prague from our previous VAT agent, despite recent promises to do so. We have therefore instructed French counsel to pursue the matter via the French legal process.

Budget 2024

The first cut of the 2024 budget is now available for board review. There are a number of key contract negotiations to be completed before the budget can be finalised.

ISOC Funding Agreement

ISOC have proposed some changes to the IETF-ISOC Funding Agreement that are being examined.

4. RFPs and contracts

Infrastructure RFP and Email Process RFP

These RFPs have closed and we are in the process of negotiating the contracts with providers.

Secretariat and RPC Contracts

Both the Secretariat and RPC contracts expire at the end of this year. Negotiations to extend them with the current provider are well underway and due to complete by the November board meeting.

5. Meetings

Meeting financial statements

The Director of Finance is working with the accountants to get these published for IETF 114 onwards.

IETF 118 Prague

Unfortunately we do not have a host for this meeting and so we are likely to incur a substantial deficit. Onsite registration is progressing well - we had 562 Super Early registrations against a budget of 400. Remote registrations are running below budget but on trend to meet budget.

IETF 119 Brisbane

We are still engaging with Australian organisations with the aim of finding a meeting host and increasing local participation.

Meeting venue consultation

There has been no further feedback on this and so I will start work on a draft response based on discussion at the previous board meeting.

Revision to RFC 8718/8719

I anticipate having published a new version of the [Internet-Draft on this subject](#) by the time of the board meeting.

6. Tools/RPC/RSWG/RSCE

YANG Catalog

As agreed with the IETF Chair and YANG Catalog managers, we have given the current maintenance contractor notice that we will not be renewing the maintenance contract at the end of this year. YANG has reached a point of maturity where it is no longer considered necessary to invest in a standalone service like this. The tools are fairly mature, the usage is relatively low and the rate of change is low. The plan is to run it internally in order to understand the usage, move some of the tools into our other sites and potentially shut down this site as a standalone service. That would see YANG mainstreamed into our normal service provision much like any other service.

Developers

We are actively looking to recruit a new developer based on the budget reallocations in the proposed 2024 budget.

7. IESG/IAB/IRTF/Trust

IETF Trust - Response to bylaws changes

Discussions are continuing.

IETF Trust - pre-5378 additional grants

The process proposed to the IETF Trust has now been agreed and work will commence on the changes to Datatracker to support this process.

8. Communications/Outreach

Working Group chair training

IETF Group chairs training open to anyone in the IETF community have been announced with the first live sessions of the 3-class training series set to begin on 12 October. As of this report, registrations have exceeded last year's participants and we will continue to promote the classes. As with previous editions, we will survey participants post-sessions to generate a dashboard of results.

9. Fundraising

Personnel and approach

Following the departure of our Director of Development, the approach to fundraising will change:

- When it comes to endowment donors, we will no longer be hosting the kind of event we held at IETF 116 and IETF 117, where we brought in a large group of "new" people (i.e. those we have not had much contact with) to introduce them to the IETF as this is expensive and has so far not produced any prospect of a large donation. Instead we will be taking a research based approach to identify a small number of individuals and organisations where we can see a strong alignment with the IETF and then working with them in more direct and personal settings to see if that alignment can translate into a donation.
- Our public fundraising efforts will switch from the IETF website and registration system to the RFC Editor site, as that is the primary consumer facing site when visitors get clear value from their free access to RFCs. This will be entirely automated.
- Our sponsorship efforts will continue largely as before, with the new offering of the Open Internet sponsorship added to the set of values-based sponsorships.
- We will be taking a more focused approach for supporting resources, including adjusting our collateral to more closely support an engagement strategy, and greatly reducing the number of records in Salesforce to only record genuine prospects (a reduction of approximately 90%).

For now, I do not plan on replacing this role, but it is likely I will contract for more admin support particularly around prospect research and engagement.

10. Miscellaneous

Nothing to report

5. Guest: Read-out on [women's experiences in the IETF](#)

Merike Kaeo gave a brief overview of the report and her experience with the interviews during IETF 117. There were some themes to be explored that the LLC Board can help support, especially in the area of mentorship.

Board members thanked Merike for the good work in putting this report together. Lars Eggert asked about the plan going forward, taking actions and potentially repeating the effort. Jay Daley explained that for the actions there are already some underway. Michelle Cotton is getting involved to help support the guides program. The secretariat has planned some social events that did not involve alcohol for the last few meetings and will continue to step up those plans. Jay has also spoken with the Ombudsteam team about their processes.

The IETF LLC may create a public issues tracker to track the efforts addressing the issues that came out of this report. Currently there are no plans to repeat the process. The LLC would circle round to this in a year to evaluate what the next steps would be based on progress. Sean Turner asked about trying to do similar things for underrepresented groups. Lars Eggert indicated that another conversation the LLC should have with the IESG is that historically we relied on volunteers for these efforts. For programs like this they should be volunteer driven but also have LLC supported resources if that is needed. Mirjam Kühne pointed out that the Systems group was called out as very helpful in the report. The IETF can look at if there could be other more formalized groups for people speaking the same language for example.

6. AOB & Questions from Observers

Lars Eggert asked if there will be an LLC meeting in Prague. Michelle Cotton confirmed there is a joint LLC Board and Trust meeting on Thursday morning in Prague.

Shauna Turner asked about how fundraising will be changed in the future and asked if anything was captured from the previous resource regarding lessons learned. Jay Daley confirmed there was a thorough handover document. The IETF LLC recently implemented Salesforce so ongoing work is recorded there.

Shauna also asked if there has been any work done on branding or strategy for fundraising efforts. Jay Daley said there is a set of collateral, which would contribute to implementing a strategy, about the alignment of the people, setting the value of IETF. In Jay's report the switch of strategy is discussed, moving away from donor events with larger amounts of people to smaller groups, using a prospecting tool. Shauna also provided feedback that she was very impressed with Merike's report.

Part II: Board + Staff

1. No topics were discussed

Part III: Board + ED Only

1. Version 1 of the 2024 Budget (Debbie Sasser and Greg Wood to attend).

Budget process and timeline was discussed, and the budget is on track to be finalised soon - after some contracts are agreed.

2. Update on new ISOC funding agreement.

Jason provided an overview of where we stand with the new ISOC agreement. IETF is trying to help ISOC with its public support test, which would be a future decrease in matching. The board discussed the need to work in the IETF's annual support payments to this draft agreement as well, which the ED will work on. Debbie is also investigating whether a change in the LLC's tax structure could provide an even greater benefit to ISOC.

Part IV: Board Only

1. In-depth discussion & decision on board-selected independent directors & nomcom selection.

The board discussed where the NomCom process was and reviewed the current names of people that had accepted nomination. Given the need for more focus on fundraising, the ongoing need for independent views, and other issues, the board discussed the possibility of board-appointed directors as permitted by LLC bylaws, with tentative timing aligned with the end of the NomCom process so that we can undertake a unified onboarding process.

