Meeting: LLC Board

Date: October 9, 2024

Attendees

LLC Board:

Roman Danyliw
Jason Livingood
Mirjam Kühne
Sean Turner
Shauna Turner

Staff/Secretariat:

Jay Daley
Sandy Ginoza
Stephanie McCammon
Cindy Morgan
Laura Nugent
Debbie Sasser
Robert Sparks
Lisa Winkler
Greg Wood

Observers/Guests:

Warren Kumari

Scribe:

Michelle Cotton

Conflicts of Interest Declared:

None.

Part I: Open to the Public

1. Record e-vote results

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

a. The September 11, 2024 LLC Board Meeting minutes were approved with the board e-voting as follows:

Roman Danyliw: YES
Mirjam Kühne: YES
Jason Livingood: YES
Sean Turner: YES
Shauna Turner: YES

b. The July 2024 Financial Statements were approved with the board e-voting as follows:

Roman Danyliw: YES
Mirjam Kühne: YES
Jason Livingood: YES
Sean Turner: YES
Shauna Turner: YES

2. Review & approve prior month's financial statement

Debbie Sasser reported the August 2024 financial statements have been circulated to the board and there have been no questions. Michelle Cotton will send out the e-vote for the August 2024 financial statements. September 2024 financial statements will be sent out soon. The draft of the 2025 budget has also been circulated to the board.

3. Update on the IETF's technical work

Roman Danyliw reports the IESG is preparing for the upcoming meeting in Dublin. The IESG is preparing a public announcement regarding the wrap-up of the Long Friday afternoon experiment. They are also choosing to re-run the experiment for ALLDISPATCH a third time as they have recalibrated how they run the meeting each time. A final decision regarding ALLDISPATCH will be made after IETF 121. The draft agenda for IETF 121 is out and the IESG is actively working on de-conflicting. Final push for working groups that potentially could be charted after decisions made for BoFs. MODPOD (a working group focused on moderation procedures) has now cleared final approval by the IESG and is waiting on administrative formalities, will be a fully formed working group going into IETF 121. Pending IESG ballots and community review, SCONE may also be an activity that forms a working group.

Public Executive Director Report

For the IETF Administration LLC Board meeting on 9 October 2024

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 a separate confidential report.

1.   Strategic Matters

Nothing to report.

2.   Policies

Conflict of interest policy

As a reminder, we have a [governance policy for conflict of interest](#) that applies to anyone defined as a "covered individual". Each year, covered individuals are sent a CoI form for them to fill out and return. Experience with this process has highlighted an issue to resolve.

We have received repeated feedback that those whose relationship with us is solely as the employee of a contracted service provider, experience issues filling in this form. They understand the need to discuss personal conflicts of interest, but are confused about potential conflicts of interest related to their employer. This leads to an inconsistent and disjointed approach to filling out these forms in this specific situation.

After extensive discussion and legal review, I propose a new version of the CoI form that is sent to service providers, to be completed by someone with authority in that organisation, on which they detail both any potential corporate CoIs and any personal CoIs of individual employees/contractors. The existing CoI form will continue to be used for covered individuals who are not employed by an entity that we contract with.

> *Michelle Cotton will send an e-vote to the board to approve the additional CoI form for service providers.*

Antitrust I-D and Meetings I-D

These are both progressing to be RFCs having cleared all approvals.

3.   Finance

Budget 2025

The draft budget for 2025 has now been sent to the Board and will be discussed in a later section of this meeting.

4.   RFPs and contracts

Secretariat changes

The Secretariat have been asked to produce a blog post on their internal changes so that the community have a better understanding of who does what and what has changed. This should be published by the time of the board meeting.

5.   Meetings

IETF 121 Dublin

We have had some feedback that the IETF hotel is too far from the venue (15 minute walk) and that the facilities are limited. The background here is that most of the hotels near the conference center are owned by a single hotel group who demanded that we pay in advance in full for any room block, forcing us to find a hotel further away than optimal. Under the new venue requirements (in the soon to be published RFC) we most likely would not be able to meet in Dublin under similar constraints.

Otherwise, planning is going well.

IESG assessment of feasibility of a meeting in China

The IESG have announced their decision that a meeting in China will meet the "Why we meet" requirements of BCP 226 and so we are continuing with our contract negotiations.

There has been significant discussion within the community about this decision and concerns raised about the IETF network and government travel advisories. The likely meeting host, CNNIC, have applied to the Chinese government for a special network that meets the requirements of RFC 8718 and this has been approved.

Expansion of New Participant Program

The IESG have approved our proposed major expansion of the new participant program so that it now covers some topics in more detail and gives an introduction to others, including "Bringing new work to the IETF", "The standards process" and "How to write I-Ds". The topics are those recommended by new participants and the content will be developed in cooperation with the IESG and EODIR. This will then see the program take the whole of the Sunday of the meeting and provide a more comprehensive introduction as well as giving new participants a strong message of how important we think they are.

Implementation is planned for IETF 122 Bangkok.

In addition, a blog post will soon be published that explains the improvements that have been made to this program over the last couple of years and these new plans for expansion.

VAT registration for IETF 123 Madrid

After approximately 12 hours of work producing dual language declarations acceptable to a UK notary for us in Spain, we finally have a notarized and apostilled power of attorney for our spanish tax agent to apply for VAT on our behalf.

Multiple meeting open in the registration system

We are close to being able to allow registrations for two meetings at once in the registration system. This is an important new feature to support those who have to apply for visas several months in advance. We aim to open registrations for IETF 122 Bangkok before IETF 121 Dublin starts.

6.   Tools/RPC/RSWG/RSCE

Infrastructure migration including mail migration

Following multiple failures by the contractor responsible for the mail migration, we have ceased all work on the next phase, moving to the cloud, and tasked them with fixing all

outstanding issues with the existing mailman migration. We are now seeking a new contractor to take on migrating our mail into the cloud, starting with a full review and plan independent of any work undertaken so far. As mentioned previously, we have agreed financial compensation with the current contractor.

RFC data visualisation accessibility review

The RFC Series Consulting Editor (RSCE) has been working with a specialist accessibility company for the last year or so, to help improve the accessibility of RFCs. The work to date has included training for the RFC Production Center and community presentations to introduce accessibility as a topic. The most recent output is a detailed review of the accessibility of RFC data visualisations (primarily charts). The RSCE has reported the highlights in a [blog post](#) that includes a link to download the full 37 page report.

Blanket IPR disclosures

A support call was received recently from a lawyer who needed to make a blanket IPR disclosure. This is something allowed for in the policy but so rarely used that it was not properly supported in Datatracker. IETF Counsel provided a specification for how the system should handle these and this has now been implemented.

Errata system evolution

I have spent some time working with the RPC on a document about the future evolution of the errata system that is now going to the stream managers' representatives for them to determine the way forward.

7.   IESG/IAB/IRTF/Trust

Change from the IETF Trust to IETF IPMC

We are working with the IETF Trust on the various issues that arise from their impending corporate restructure. The biggest piece of work is changing the boilerplate in Internet-Drafts and RFCs to reflect the new entity. We have produced a plan that sets out all the tools work required.

The Trust would like this completed by 1 January 2025 but there is a lot of work hidden in the detail and we are currently discussing a later completion date to ensure that we can realistically make it.

8.   Communications/Outreach

DNS industry briefing

A verbal update will be provided on this during the meeting.

9.   Fundraising

IETF 121 activities

These will be provided verbally during the Board + Senior Staff section.

10.   Miscellaneous

Nothing to report.

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5. AOB & Questions from Observers

Warren Kumari asked why the DNS industry was chosen for the first outreach when DNS is the one that is most likely to understand the utility of the IETF. Jay Daley explained that previously DNS companies were approached about fundraising and they did not understand the value of the IETF. We are trying to provide evidence of the ongoing significant DNS activities in the IETF and the continued value IETF provides. Looking at trying to encourage funding by the DNS industry.

Part II: Board + Senior Staff

1. Portland Site Report

The Portland site report was shared with the board and Jay Daley provided an overview. The board will review the report and discuss further. One of the questions explored was whether this might be an alternative to San Francisco and how the cost of travel differs between the two cities.

2. Confidential Executive Director Report

Jay Daley presented a confidential report in which topics were discussed with the board.

3. Fundraising Update

Stephanie McCammon provided an update on global host agreements and other sponsorship activities.

Part III: Board + ED Only

1. Draft 2025 Budget (with Debbie Sasser)

Debbie Sasser provided an update to the Board on the status of the budget, which is progressing well and on time. There was some discussion of when and how to recognize some fundraising income, as well as expected timing for concluding the draft budget.

2. AOB

N/A

Part IV: Board Only

1. NomCom updates + AMA (Shauna)

Shauna Turner updated the Board on the NomCom's timeline and asked that Board members be available to speak with nominees if they request this.

2. Updated ED Contract (Sean)

Sean Turner updated the Board on the new ED contract, which was necessary due to Jay's relocation (at his expense) to New Zealand from the United Kingdom. The Board made decisions to finalize all key aspects of the agreement.

3. China Location for IETF-125 Meeting

Board members discussed that some have heard through the grapevine that some people were displeased with the proposed location for IETF-125 and believed it to have been selected personally by the Executive Director and with no Board oversight. The Board agreed to add this as an item in the upcoming Plenary presentation so that they can make clear that the ED is simply executing on the IETF's meeting process, including the venue selection process, that the

Board has been quite involved and the ED is just doing their job, and that the IESG still has an open consultation on the venue until later in November 2024. Anyone with concerns will be advised to follow the established community process for providing review, especially in using the IESG review process that is still open.