

Meeting: LLC Board

Date: October 8, 2020

Attendees

LLC Board:

Maja Andjelkovic
Alissa Cooper
Jason Livingood
Sean Turner
Peter Van Roste

Staff/Contractors:

Brad Biddle
Jay Daley
Stephanie McCammon
Alexa Morris
Laura Nugent
Greg Wood

Observers:

Sean Croghan
Adrian Farrel
Alvaro Retana

Scribe:

Liz Flynn

Conflicts of Interest Declared:

Jay Daley:

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

Part I: Open to the Public

1. Record e-vote results

Two e-votes have been completed since the previous Board meeting. Alissa was on PTO at the time of the e-votes.

a. The September board meeting minutes were approved with the board e-voting as follows:

Maja Andjelkovic: YES
Alissa Cooper: NO VOTE
Jason Livingood: YES
Sean Turner: YES
Peter Van Roste: YES

b. The June 2020 financial statement was approved with the board e-voting as follows:

Maja Andjelkovic: YES
Alissa Cooper: NO VOTE
Jason Livingood: YES
Sean Turner: YES
Peter Van Roste: YES

2. Executive Director Report (public part)

Public Executive Director Report

For the IETF Administration LLC Board meeting on 8 October 2020

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.

1. Strategic Matters

IETF Executive Director Goals 2020

I have carried out the quarterly review of my goals and with one exception they all are still relevant. The one item I recommend removing is “Introduce a formal discipline for ‘customer’ modelling” which has not started while changes to the EMO-DIR have been under discussion and with those still in progress (more on this below) there is now insufficient time left this year to complete it.

RECOMMENDATION: *To approve amending the IETF Executive Director goals to remove “Introduce a formal discipline for ‘customer’ modelling”.*

RESULT: The Board approved this amendment by consensus.

2. Policies

Community engagement policy

A Community Engagement Policy has been drafted and feedback from staff and key contractors incorporated. This appears to be at the level of a governance policy and so if approved will go to community consultation and possible update before final approval.

RECOMMENDATION: *To approve the IETF LLC Community Engagement Policy to go to community consultation as a governance policy.*

RESULT: The Board approved this policy for community consultation by consensus.

Infrastructure and services vulnerability disclosure statement

While approved at the last board meeting, this has not yet been published as we are aiming to coordinate with the IESG on related work they are preparing.

Endowment Policy

A new Endowment Policy has been drafted to replace the old ISOC Endowment Policy. This has been checked over by the lawyers to ensure that it does not prove any commitment beyond that already in place and does not prevent us from changing our commitments as necessary. This takes a minimalist approach to avoid any risk of being considered to have made a commitment where none is intended.

This is also being proposed as governance policy and so if approved would go to community consultation before final approval.

RECOMMENDATION: *To approve the IETF LLC Endowment Policy to go to community consultation as a governance policy.*

RESULT: The Board approved this policy for community consultation by consensus.

OFAC Compliance Policy

A new OFAC Compliance Policy has been drafted. This is an operational policy that provides guidance to staff and contractors on how to ensure we comply with OFAC.

RECOMMENDATION: *To approve the OFAC Compliance Policy as an operational policy and for publication.*

RESULT: The Board approved this policy with a roll call vote as follows:

Maja Andjelkovic: YES

Alissa Cooper: YES

Jason Livingood: YES

Sean Turner: YES

Peter Van Roste: YES

3. Finance

2021 Budget

The 2021 Budget Draft 2 is now ready in 2021 Budget Draft 2 (Narrative) and ietf-2021-budget-draft-2 (Budget). This has been updated following the last

board meeting to incorporate all board feedback and to finalise those missing areas. This is now ready for approval.

Once approved, this budget will be blogged with a summary version of the narrative.

RECOMMENDATION: *To approve the 2021 Budget Draft 2 as the final 2021 budget.*

RESULT: Some small changes were discussed and a new version of the budget will be presented for approval at or prior to the next board meeting.

Insurance

I've made slow progress in preparing our insurance renewals for next year and so have handed this area over to our Director of Communications and Operations who is meeting with our broker to kick this off.

Credit Card Donations

The IETF 109 registration system now accepts donations and at the time of writing we had raised nearly \$1,000. The next step will be to add a "Donate" button (or similar) to the website.

4. RFPs and contracts

Contractor Engagement

The lack of in-person meetings means that I haven't had the regular interaction with some contractors I was expecting to have and to address this I have set up regular meetings with a freeform agenda in order to maintain good relationships.

5. Meetings

IETF 106 Singapore

Having been informed by our auditors that the subvention funding claim was submitted we have since heard from them that they require further signatures on paper. These have been dispatched.

IETF 107 Virtual

The adjuster/underwriter has informed us that our claim is still being processed.

IETF 108 Online

We recently conducted a survey to understand why people did not participate in IETF 108. The [results](#) have been particularly useful in:

- Validating some of the choices for IETF 108 as it shows that the timezone was not a big barrier to participation
- Identifying the need to directly advertise upcoming meetings to previous attendees as such a small proportion of participants receive ietf-announce
- Understanding how to reword the explanations of the fee waiver option to ensure that those who need to take this option do so.

IETF 109 Online

Preparations for IETF 109 are well underway. Registration has opened and we have already received donations as part of the new registration process. Meetecho are working on a set of changes to improve the in-meeting experience.

IETF 110

The consultation with the community on moving IETF 110 to an online meeting has now closed and the feedback was overwhelmingly in support.

RECOMMENDATION: *To approve moving IETF 110 to an online meeting and rebooking the Prague venue for a later date.*

RESULT: The Board approved this action with a roll call vote as follows:

Maja Andjelkovic: YES

Alissa Cooper: YES

Jason Livingood: YES

Sean Turner: YES

Peter Van Roste: YES

6. Tools and NOC

Authoring Tools Survey

I have been working on a major survey to provide us data on the broad area of I-D authoring tools and the formats and templates they use. This should provide valuable information for:

- RSOC for understand future support of different versions
- The Tools Team for operational prioritisation
- The Tools Architecture and Strategy Team for planning their work

It is hoped this will go out in the near future.

7. IESG/IAB/IRTF/Trust/RSOC

Transfer of IP assets to the IETF Trust

As a reminder, I noted for the July 2020 meeting that I was in negotiations with Trust regarding the transfer of IP with a view to all IETC LLC IP transferring to the Trust and the board took the view that this should be narrowed to the scope of the Trust agreement. I met with the Trust to discuss this and they indicated that they considered the remit of the Trust to be broader than the limited scope of [Schedule A in the Trust Agreement](#).

Subsequently, the IETF Trust has once again proposed an amendment to our licensing agreement, which considers all LLC IP to transfer though with a carve out for anything we consider legally privileged or otherwise legally protected. It also introduces a commitment that anything we consider private cannot be published without our agreement.

The boards options include:

- Accept this as is.
- Negotiate to add more certainty around what licensing will be applied to our published documents, the website and images/logos (e.g. CC-BY-SA).
- Negotiate to restrict the scope to be consistent with Schedule A.

Guidance on the way forward is requested.

IETF counsel have been asked to provide advice on the Trust Agreement and the actual and intended scope.

8. Miscellaneous

WG Chairs Training and Survey

Together with the IETF Chair we have decided not to try and move the WG Chairs training onto an online format as the preparation, exercises, and trainer are all geared too much towards an in-person format. This will be resuscitated when we begin to meet again.

To help us to understand how to address feedback from the IETF 108 post-meeting survey, we will be surveying WG Chairs.

Education, Mentoring, and Outreach (EMO) Directorate Refresh

We are working with the IETF Chair and the current EMO coordinators to support a refresh of the directorate, required due to job circumstances of the current directorate coordinators. An assessment and potential revamp of the current project structure, including getting metrics in place to assess the effectiveness of the various EMO projects, is expected once new coordinators are in place. The goals of the EMO directorate align with the strategic goals of the IETF LLC, so we expect to closely coordinate with and support directorate projects, as appropriate.

RSOC and RPC

I've been working with RSOC and the RPC on restarting the SLA, the ongoing budget requirements, and what information is needed for strategic planning. Additionally I have been working with the RPC and the chairs of the RFC Editor Future Program to find a good way for the RPC to provide their expert input into that program.

Newsclips Service

Phase two of the three phase rollout is going well with 40 subscribers from across the Comms review team, IESG and WG Chairs. This is generating useful feedback and when that has settled down the service will be rolled out IETF-wide.

European Commission IoT Competition Survey

Working with IETF counsel and the IETF Chair I have drafted responses to this survey. Once the IESG have finished their review, this will be submitted to the European Commission.

4. Nomcom update

Peter provided an update on the Nomcom's work. It is making good progress, with multiple candidates per position.

5. Update on ISOC Negotiations (public part)

Jason noted that boards of ISOC and the LLC had a successful and productive meeting last week. A high level agreement has subsequently been reached and now follow-up discussions are taking place. The next step is to involve our respective legal counsels to draft an agreement with a goal of signing an agreement before the end of October 2020. We will also need to work on a joint communications plan. This will delay the budget until such time as we are certain what the financial particulars will be for 2021.

Part II: Board + Staff

1. Confidential Executive Director Report

An IPR discussion continued in this section, with counsel participating.

The ED and Board discussed an ongoing venue contracting issue. The Secretariat Director of Meetings and Contracts continues to negotiate with all involved parties.

Part III: Board + ED Only

Next steps on ISOC negotiations were discussed.

Part IV: Board Only

Board priorities & action items before the end of 2020 were discussed. The board agreed the key priorities are completing the ISOC agreement, finalizing the 2021 budget, and initiating work on one additional issue at the IETF. The last item will need further discussion between now and the next board meeting to better define it and determine next steps.