Meeting: LLC Board

Date: July 15, 2021

Attendees

LLC Board:

Lars Eggert
Jason Livingood
Sean Turner

Staff/Secretariat:

Sean Croghan
Sandy Ginoza
Stephanie McCammon
Laura Nugent
Lee-Berkeley Shaw
Robert Sparks
Greg Wood

Observers/Guests:

None

Scribe:

Liz Flynn

Conflicts of Interest Declared:

None.

Part I: Open to the Public

Noting that due to vacations, Greg Wood is presenting for Jay. Maja and Peter are both on vacation. As a result the Board lacks quorum for any official actions such as votes, but will hold the meeting for informational purposes.

1. Record e-vote results

Two e-votes have 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: ABSTAIN
> Peter Van Roste: YES

b. The March 2021 financial statement was approved with the board e-voting as follows:

> Maja Andjelkovic: YES
> Lars Eggert: YES
> Jason Livingood: NO VOTE
> Sean Turner: YES
> Peter Van Roste: YES

2. Review & approve financial statements

The April and May financial statements have just been circulated to the Board. With no quorum at today's meeting and little time for review, an e-vote for approval will begin next week.

3. Update on technical work - Lars

Nothing to report this month; the IESG has been doing largely operational work since the last board meeting.

4. Readiness for starting community consultation on hybrid meeting fees

The conditional plan for IETF meetings in COVID-impacted venues mentions hybrid meeting fees in items 7 and 8. However, the board would like Jay to go into more detail on the question

of hybrid meeting fees by initiating a community consultation for high level feedback about potential registration fees in a hybrid meeting. While the current conditional plan envisioned doing so once a meeting has been deemed hybrid, this may result in a rushed consultation to meet the date for the start of registration. So as to provide more time for thoughtful community review and since we know we will have a hybrid meeting in our future and it is possible to make some assumptions about associated costs, we'd like this consultation to be developed by Jay for board review.

5. Presentation on the fundraising draft work plan

Lee-Berkeley Shaw gave a short presentation to the Board summarizing an overview of her fundraising goals for the rest of 2021. She looks forward to speaking with more community members during IETF 111 and she will be preparing some materials to present to the community at large.

6. Acting Executive Director report - Public

Public Acting Executive Director Report

For the IETF Administration LLC Board meeting on 15 July 2021

This report is provided by the Acting IETF Executive Director while the IETF Executive Director is on PTO and is taken as read at the meeting allowing more time for questions or follow ups. This report is public and confidential matters are in a separate report.

1. Strategic Matters

Strategic retreat

The IETF Executive Director behind on my intended review of the IETF Administrative Strategic Plan 2020 following the recent strategic retreat.

2.   Policies

Nothing to report.

3.   Finance

March and April financial statements

As previously noted by email, we have had some issues with the March and April financials that led to these being significantly delayed. The board administrator will now be involved to ensure that these are dealt with in a more timely manner.

4.   RFPs and contracts

Current RFPs

The current round of RFPs has closed with two contracts awarded, one RFP still being assessed and one not awarded due to insufficient suitable responses. For the latter we have contracted AMS to partially deliver the requirements and will crowdsource the remaining tasks.

The two awarded contracts have been picked up by a new supplier, Ribose, who are a UK-registered company based in Hong Kong. The principal of Ribose has previous IETF experience as a community member. They have started work on their new contracts.

5.   Meetings

IETF 111

Registrations are well underway and tracking above budget.

The NOC team have identified an issue with the load balancing service provided by their chosen cloud provider and are considering switching cloud providers. If this decision is made then the full test plan will be worked through before the meeting starts.

IETF 112 and COVID-impacted venues

By the time of the board meeting, we will have begun a [joint consultation](#) with the IESG on a set of [guidelines](#) and a [conditional plan](#) for operating IETF meetings in a COVID-impacted venue. This is alongside a survey that it is hoped will establish an estimate of onsite participation under different conditions.

When the consultation is complete we will run the standard assessment to decide if an in-person meeting can go ahead, and if it can then the data from the survey will be used by the IESG to determine if it still meets their criteria for viability.

Australian venues

The consultation on three Australian venues has concluded with no changes to the draft recommendation and so we will progress to the next stage of site visits when travel to Australia opens up. The [Meeting Location Assessment](#) table has been tidied up and now links to the new assessment reports when they are ready.

Backlog of venues for assessment

The LLC inherited a backlog of venues for assessment, including Busan, Helsinki, Hyderabad, Kolkata, Marrakesh, New Delhi, Panama City and Tel Aviv, where community feedback was sought in either 2017 or 2018. These will be put through our new desk based assessment process when the extra workload for IETF 111 and IETF 112 has been reduced.

6.   Tools/RPC/RSOC/RSE

Nothing to report.

7.   IESG/IAB/IRTF/Trust

Protocol badges and Supporters badge

Now that the IPR transfer agreement has been agreed with the IETF Trust, the trustees have agreed to look at licensing around the new protocol badges, such as the newly developed badge for QUIC, and the proposed supporters

badges. We have expressed a desire for a simple license that is applied by downloading the badges, not by ticking a box, and that it can be freely used for commercial purposes such as stating that a product supports a specific protocol, without implying IETF endorsement. The trustees are discussing the exact licensing details with counsel.

8.   Communications/Outreach/Engagement

IETF community survey

A [draft report](#) is out for [community consultation](#).

IETF Working Group Chairs Training

Registration has opened for the [WG chairs training](#), created in consultation with the IESG to help new and experienced chairs develop and enhance skills for effectively managing working group discussions. Training sessions are scheduled for September and October, with 20 participants registered in the first 24 hours. Further reminders will be sent closer to the training sessions.

9.   Miscellaneous

Nothing to report.

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7. AOB

Email policy: This has essentially been finalized and the IESG and LLC will publish the same text. When Jay returns from vacation he will work with Lars and Greg to coordinate that.

Part II: Board + Staff

1. Acting Executive Director report - Confidential

Two items involving future IETF meeting locations were discussed. E-votes will be initiated so that the board can approve contracting actions.

Part III: Board + ED Only

No business discussed.

Part IV: Board Only

No business discussed.