

# Meeting: LLC Board

Date: September 14, 2022

## Attendees

### LLC Board:

Lars Eggert  
Jason Livingood  
Peter Van Roste

### Staff/Secretariat:

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

### Observers/Guests:

Sandy Ginoza

### Scribe:

Michelle Cotton

### Conflicts of Interest Declared:

None.

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# Part I: Open to the Public

## 1. Record e-vote results

One e-vote has been completed since the previous Board meeting.

a. The May 2022 financial statement was 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

Lars reports that it is mostly business as usual as everyone starts to get ready for IETF 115. The IESG held their first call for BOF requests. There are potentially 7 or 8 for London. The IESG is also starting the 360 degree reviews. This will allow Area Directors to get feedback on how they are doing and use the review for their own self improvement. There is some feedback that the IESG is slow and drafts are getting stuck in the queue. Lars has reviewed the overall queues for any spikes or trends. There does not seem to be anything out of the ordinary happening and so he will continue to monitor it.

## 4. Executive Director Report - Public

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# Public Executive Director Report

For the IETF Administration LLC Board meeting on 14 September 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 there is no separate confidential report.

## 1. Strategic Matters

### Annual report

The 2021 Annual Report is now [published](#). There is still an open question on this report - waiting as we do now until the audited accounts can be included means that this report is not ready for several months until the end of the year. The alternative would be to publish it in January without any financial information and then publish a financial addendum later in the year. Any views on this are welcome.

### Annual planning and budget process

As the annual budget process is about to start, would the board like to review the strategy or continue with our current budget assumptions?

## 2. Policies

### Misuse of IETF systems / Restricting participant access

As a reminder, we [started](#) a consultation on this on 7 August 2022 and that has now closed. The IESG has discussed this and decided that they should be the decision makers on any policy given that any sanctions may have an impact on the standards process. They have asked the LLC to draw up a draft and hold the pen for future versions. It is expected that a draft will be with the IESG by IETF 115.

## Antitrust

I have met with Counsel and can report that the training video is almost ready for release. It would be worthwhile considering how this is distributed - should we play it at plenary for example? The I-D is still under development and I expect to see a draft soon after the board meeting.

## OFAC Compliance

Counsel has recommended some changes to our [OFAC Compliance Policy](#) (tracked changes shown). This requires board approval.

**Recommendation:** *That the board approves the revised OFAC Compliance Policy.*

*This will be sent for e-vote after the meeting.*

## 3. Finance

### Audit

The audit is now complete and the audited accounts have been published. It is likely that ISOC will continue with the same auditors for another year.

### New bank accounts

We have started the process of opening new bank accounts with the aim of migrating away from our current bank due to their recurring poor service. We will be liaising with the Treasurer on the mechanics of getting it up and running.

## 4. RFPs and contracts

### UI/UX Services

We are now in negotiation with a preferred bidder. This is likely to be completed and announced by the time of the board meeting.

## Salesforce Integration Partner

This has closed and is at the evaluation stage.

## 5. Meetings

### IETF 114 Philadelphia

IETF 114 Philadelphia was by all accounts a successful meeting, though a few of us spent it in a hotel room and missed the fun. As documented in a [joint paper](#), our COVID management policy was a success and the meeting did not become a super-spreader event.

It will be a while before we have the full finances of the meeting to report.

### IETF 115 London

Following an extensive consultation, the COVID management policy has been [decided and communicated](#).

### Future meetings

We are close to finalising the bookings for IETF 121 (Europe, November 2024) and IETF 122 (Asia, March 2025). Work on IETF 119 (March 2024) is well underway after being delayed by COVID travel restrictions.

## Carbon emissions measurement and mitigation

As a reminder, our aim is to develop and maintain an emissions calculator and to see if we can get community support for some form of carbon offsetting.

We have largely completed the planning for a short series of workshops that will be run by our appointed consultants. The first will cover measurement of emissions, the relevant standards, what data we have to drive this and the various factors that are taking into consideration, while the second will cover what carbon offset schemes are, how they work, how they are evaluated and the economic models behind them.

## 6. Tools/RPC/RSOC/RSE

### Moving off tools.ietf.org

This move is finally complete and tools.ietf.org has been decommissioned and redirections are in place.

### RSCE recruitment

Alexis Rossi has been [appointed](#) as the RFC Series Consulting Editor. She has met with multiple members of the community and begun to work closely with the RPC and so overall her induction process is going well. I want to note my thanks to the community members who participated in this process and who were a pleasure to work with.

### Wiki migration

We held a successful “contentathon” at IETF 114 where a number of staff, secretariat and community volunteers moved a number of old wikis over to the new wiki.ietf.org. This work is picking up pace with a number of WG chairs asking for a migration and we hope to complete this work around IETF 115.

## 7. IESG/IAB/IRTF/Trust

### AD 360 Survey

We are again supporting the IESG with their AD 360 survey.

### IAB Website

The IAB are looking at revamp of their website, which we will consider funding in 2023 as our priorities for 2022 are set.

## 8. Communications/Outreach/Engagement

### Brand values project

This work is now complete and a set of [Brand Voice Guidelines](#) have been produced for staff to use when communicating, particularly when developing collateral to support our fundraising work.

## 9. Miscellaneous

Nothing to report.

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### 5. Discuss Qs from IETF-114 about entry into Japan for IETF-116

Rules for entry into Japan may be changing. Currently there is nothing new to report and we will be monitoring any announcements.

### 6. Brief host's view readout from IETF-114

Jason, in his role as a co-sponsor of the meeting (Comcast), related that the meeting went well. But one of their key organizers contracted COVID the first day of the meeting and had to quarantine.

He noted that there was one time when Comcast, which provided connectivity, assisted with a network issue for Meetecho. This ended up being an off-net issue, but otherwise the network seemed good.

There was also a heads up related to a potentially disruptive individual (they also alerted appropriate hotel staff). By pre-arrangement, this was passed onto Comcast's Global Security Operations Center, which was tracking the security environment in Philadelphia related to the IETF meeting and which maintains a liaison with the local police department (because the company's headquarters was a few blocks walk away from the IETF venue). Thankfully no issues arose and no contingency plans had to be used.

### 7. AOB & Questions from Observers

The November Board meeting falls during IETF 115. An in-person meeting will be scheduled during the meeting week in London.

## Part II: Board + Staff

### 1. Ongoing Projects and Fundraising Update

The Salesforce RFP shortlisted vendors are currently being interviewed and we should be able to have contracts by early October.

Lee-Berkeley is working on planning a hybrid multi stakeholder networking event in London with Mallory Knodel and Andrew Campling, with Article 19 and CDT as hosts. She held multiple meetings with organizations that expressed potential fundraising support, however with the recent economic downturn budgets are tight. She will continue to engage with them.

### 2. Future meetings

The Secretariat is currently looking at potential social events in London. Brief updates on meeting locations/contracting for IETF 119-126.

## Part III: Board + ED Only

Some details of future meeting contracts and potential sponsors were discussed.

The 2023 budget process was also discussed. The Board reiterated that as bottoms-up budgets are built, that Jay should encourage the IETF Trust to put in a full budget request to the IETF LLC so they do not need to perform independent fundraising.

## Part IV: Board Only

The Board discussed some confusion concerning the financial reporting process and statements and designated Peter to take up the issue for further discussion with Jay. The main question was what the right mechanism was to bring more focus to accounting and reporting, such as whether we should provide resources for part-time accounting staff.