

Meeting: LLC Board

Date: September 13, 2023

Attendees

LLC Board:

Mirjam Kühne
Jason Livingood
Lars Eggert

Staff/Secretariat:

Sean Croghan
Jay Daley
Stephanie McCammon
Laura Nugent
Debbie Sasser
Lee-Berkeley Shaw
Robert Sparks
Lisa Winkler
Greg Wood

Observers/Guests:

Abdussalam Baryun
Vigdis Bronder
Michael Richardson

Scribe:

Michelle Cotton

Regrets:

Sean Turner
Maja Andjelkovic

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 May 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

b. The August 9, 2023 LLC Board Meeting minutes were approved with the board e-voting as follows:

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

2. Review & approve prior month's financial statement

The June 2023 Financial Statements have been circulated to the board and an e-vote will be initiated this week. July 2023 Financial Statements have also been circulated. An e-vote will be initiated in 1 week.

3. Update on the IETF's technical work

Lars Eggert reports there was a community consultation regarding a proposal to merge the HTTP parts of the ART area with most of the Transport area creating a new area in the IETF. There have been no comments about the name of the new area. The IESG has received some

feedback, however not necessarily on topic with the question posed in the consultation. Feedback seemed mostly in favor of moving forward with this. If the IESG moves forward with this there will be some changes to the Area Directors which will be communicated to NomCom as to what changes the IESG would propose.

The IETF has entered BoF season. There is a meeting scheduled later this week for BoF coordination for IETF 118 in Prague. There are 2 process related BoFs that the IESG is looking at. The first is regarding ways the IESG can instrument data on how Area Directors spend time. The second is for a working group that would turn the IESG guidelines about what a discuss and a comment means into a BCP. There are also technical BoFs the IESG is looking at.

5. Executive Director Report - Public

Public Executive Director Report

For the IETF Administration LLC Board meeting on 13 September 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

Board Retreat

The draft of the IETF Administrative Strategic Plan 2023 was provided for review at the last board meeting and the Board is now asked to **approve** it.

[An e-vote will be initiated for the board to approve the IETF Administrative Strategic Plan 2023]

2. Policies

Antitrust

Unless this is resolved sooner, there will be an in-person session at IETF 118 Prague to try and get a final agreement on the few outstanding issues.

3. Finance

VAT

We have still to receive payment for IETF 104 Prague from our previous VAT agent, but following an intervention from counsel we have been promised payment by the end of September. If it does not come then, we will instruct French counsel to pursue the matter via the French legal process.

Endowment Reconciliation

The Director of Finance and Director of Development have completed a full reconciliation of contributions to the Endowment. The figures are now fully reconciled right back to 2012 when the Endowment was created. This work has identified that \$101,850 of donations have yet to be transferred to the Endowment investment account and so this will be acted on in discussion with the Treasurer.

4. RFPs and contracts

Infrastructure RFP and Email Process RFP

These RFPs have closed and we are in the process of assessing the bids.

5. Meetings

Meeting financial statements

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

IETF 117 San Francisco

The [results of the post-meeting survey](#) have now been posted.

IETF 118 Prague

Unfortunately we do not have a host for this meeting and so we are likely to incur a substantial deficit on this meeting. Other updates are:

- Registration has opened with our new names for the various options: Early Bird -> Super Early; Standard -> Early; Late -> Standard.
- Letters of Invitation are being issued thanks to a local company, who we will be recognising in the plenary.
- The IESG has [decided to extend](#) the Friday to a full day and sessions will now finish at 5pm.

IETF 119 Brisbane

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

Meeting venue consultation

The [meeting venue consultation response](#) has gone out and there has been a [lively discussion](#) so far. The key takeaway is that many believe that a meeting held in a country to which US corporations restrict employee travel, will not be viable because too few regular IETF participants will be able to be onsite. The proposed way forward anticipated this and explicitly made it an IESG decision (as it has been since COVID) on whether or not the right mix of people will be at a meeting for it to be considered viable.

Revision to RFC 8718/8719

It has taken a while to work through the issues with the meetings team, but I anticipate having published a new version of the [Internet-Draft on this subject](#) by the time of the board meeting.

Carbon footprint calculations and possible offsetting

We have calculated the carbon footprint for IETF meetings and operations for the year to date using data gathered for the IETF 116 and IETF 117 meetings. Participants in a side meeting held during IETF 117 had a good discussion about this work as well as other actions being taken by the secretariat and ideas to improve the sustainability of IETF activities. We are now looking at possible options for acquiring offsets, which would not take place before 2024, as well as interest in sponsoring those. We will send an interim update ahead of IETF 118 Prague and plan to hold another side meeting at IETF 119 Brisbane.

6. Tools/RPC/RSWG/RSCE

RFC Accessibility

We have contracted with a specialist accessibility company to help us understand the accessibility issues around RFCs and I-Ds. This work will be managed by the RCSE.

RSWG

The RSWG has started to discuss the principle of immutability of RFCs and if that needs to adapt for the modern publishing process based on XML. With the approval of the IETF Chair, I have [produced an Internet-Draft](#) on a possible way forward that aims to improve things for RFC consumers, a long under-represented group.

7. IESG/IAB/IRTF/Trust

IETF Trust - Response to bylaws changes

The board received a suggested revision to the bylaws of the new IETF Intellectual Property Management Corporation and met to discuss its response. A response was agreed in principle, but at the time of writing has yet to be sent to the Trust.

IETF Trust - pre-5378 additional grants

We have proposed a process to the IETF Trust and received significant feedback leading to a revised proposal. The key point to emerge from the feedback is that a single author can grant the additional rights needed for a pre-5378 document to come under the Trust Legal Provisions (TLP), which should make it much easier for people to write -bis versions of pre-5378 RFCs.

IPR disclosure bug

An IETF participant recently reported a bug in the IPR disclosure system that had been in place for nine years and with widespread impact. The IESG discussed this, in consultation with counsel and the Tools Team and decided on [a way forward](#) to address this.

8. Communications/Outreach

Working Group chair support: information kit and training

After further feedback gathered around IETF 117, we are working on two efforts to improve support for Working Group chairs, especially new and prospective chairs: 1) a new chairs' information kit, particularly focused on how to make use of the IETF Datatracker, and 2) live, online Working Group chairs training open to anyone in the IETF community. An initial edition of the information kit will be available before IETF 118. The training curriculum will be based on last year's highly-rated courses, with delivery timing to be confirmed in the next few weeks.

IETF online store

Leveraging work by the Secretariat to allow remote participants to order meeting t-shirts for IETF 117, an [online store for IETF-related items](#) is now running. Initially, the store.ietf.org site will aim to recover costs (including overhead of setting up the store) and offer a limited selection of items to judge demand. In the future, meeting t-shirts can be made available via the store after meetings conclude. Also, we are currently working on making t-shirts from some past meetings.

9. Fundraising

Prospecting updates

With many corporate prospect contacts out on summer travel in August, we've seen less movement this month, though we do have momentum in cultivating potential partners and sponsors for IETF 119 with two potential sponsors indicating intent to fund and others actively considering it. Early September follow-up is planned for all prospects who have been out of the office with the goal of closing gifts before the end of the year. As usual, the detailed pipeline report will be circulated to the Board ahead of this month's meeting.

On the foundations front, the Director of Development has circulated a Project & Capacity Building menu to Jay, Lars and Greg for discussion, built upon previous brainstorming sessions of work the IETF LLC either intends to do, or wishes to do, in the next 1-3 years that might make good foundation projects. Our goal is to determine our priorities and use the menu as a cheat-sheet as we approach foundations. Lee-Berkeley has identified contacts at three major foundations best suited for an initial approach when we are ready, and is doing some research on two other potential foundation funders to add to the list.

117 Networking reception

Communication continues with one potential foundation partner identified at the 117 Networking Reception (who is interested in working with Martin, Suresh, and Roman on a cybersecurity issue and starting there), and another is waiting on some project suggestions to continue the conversation with us (thus the menu referenced above). We have one corporate partner who has expressed interest in IETF support in the wake of the 117 Reception, and four others we're cultivating.

10. Miscellaneous

Nothing to report

6. Meeting fees update

Jay Daley reported that there was an issue with the meeting fees and the timing on increasing the fees the closer to the meeting start date. Jay will send a note to the board regarding doing a brief consultation on these meeting fees.

7. Trust bylaws update

Jason Livingood is working on negotiations with the trust. There was only one remaining open issue. This will take a little more time to resolve pending some travel and vacation absences. Some clean-up of section numbers in the bylaws in the current text is also still required.

8. AOB & Questions from Observers

None

Part II: Board + Staff

1. Report on women's IETF meeting experiences

This readout will be temporarily delayed due to some family issues with the presenter - will be rescheduled later.

Part III: Board + ED Only

1. Counsel: Confidential legal briefing on an issue that has a slight chance of leading to litigation.

Part IV: Board Only

No topics were discussed