

Meeting: LLC Board

Date: December 10, 2020

Attendees

LLC Board:

Maja Andjelkovic
Alissa Cooper
Jason Livingood
Sean Turner
Peter Van Roste

Staff/Secretariat:

Jay Daley
Stephanie McCammon
Cindy Morgan
Alexa Morris
Laura Nugent
Greg Wood

Observers/Guests:

Rick Alvin
Alessandro Amirante
Sean Croghan
Martin Duke
Erik Kline
Nick Kukich
Karen O'Donoghue
Con Reilly
Simon Romano
Robert Sparks
Eric Vyncke

Scribe:

Liz Flynn

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 November board meeting minutes were approved with the board e-voting as follows:

Maja Andjelkovic: YES

Alissa Cooper: YES

Jason Livingood: YES

Sean Turner: YES

Peter Van Roste: YES

b. The ISOC Funding Agreement was approved with the board e-voting as follows:

Maja Andjelkovic: YES

Alissa Cooper: YES

Jason Livingood: YES

Sean Turner: YES

Peter Van Roste: YES

2. NomCom update

No update since the last meeting. Everything is on track.

3. Update on recruiting of fundraiser

Everything is going according to the schedule listed below in the Executive Director report. The listing is due to be posted on this coming Monday, 14 December 2020. Jay will ensure it is announced on all relevant mailing lists.

3. IETF 109 Discussion

The board has reviewed a detailed technical retrospective of IETF 109 and the meeting survey results. For 110 the focus will be on production Meetecho service testing, appointment of an incident controller, and additional external monitoring from the NOC. The board also asked what resources the NOC team may need or how else the board can help and the NOC team will advise when/if anything is needed. The board expressed a desire to ensure that scale testing and any other functional/QA testing is completed well in advance of IETF 110. The board is also finalizing an end-of-year survey for the community to give its feedback on the performance of the LLC and its priorities. The draft survey was reviewed and the board consensus was that it was too long and too wordy. Jason took the action item to revise it based on board feedback and circulate it for final review and approval, with a goal of posting the survey next week. The survey will be kept open until early January 2021 to permit extra time for responses due to holiday schedules.

4. Executive Director report

Public Executive Director Report

For the IETF Administration LLC Board meeting on 10 December 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 and there is no confidential report.

1. Strategic Matters

Volunteerism

The small group created by the IESG/IAB/LLC has met and started discussions about the nature of volunteering in the IETF, what motivates people, how they get started and the barriers that exist. The group has started to identify other organizations that we may be able to learn from. As a reminder, the members of the group are:

- Stephen Farrell - IAB
- Deborah Brungard - IESG
- Warren Kumari - IESG
- Jay Daley - LLC
- Sean Turner - LLC

2. Policies

Compliance

The IETF counsel are due to produce the compliance training video by the end of the year.

3. Finance

2021 Budget

The 2021 Budget Draft 4 has previously been sent to the board by email 2021 Budget Draft 4 (Narrative) and ietf-2021-budget-draft-4 (Budget). This has been updated following the last board meeting to incorporate all board feedback. This is now ready for approval.

Once approved this budget will be published along with all non-confidential elements of the narrative..

RECOMMENDATION: *To approve the 2021 Budget Draft 4 for community consultation and as a provisional budget for 2021 while the consultation is underway.*

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

Maja Andjelkovic: YES

Alissa Cooper: YES

Jason Livingood: YES

Sean Turner: YES

Peter Van Roste: YES

Balance sheet and endowment

The board has discussed sweeping any end of year surplus into the Endowment as we have sufficient operating reserves. In order to plan for this I have asked our accountants to produce an annual end of year Balance Sheet budget and cash flow budget.

Annual audit

Our auditors have provided us with their draft audit arrangement letter for us to sign prior to them starting work. I see no issues with this letter.

RECOMMENDATION: *To approve the Treasurer and IETF Executive Director signing the 2020 Audit Arrangement Letter.*

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

Maja Andjelkovic: YES

Alissa Cooper: YES

Jason Livingood: YES

Sean Turner: YES

Peter Van Roste: YES

September financial statements

The timing of the September financial statements is such that they are presented here for approval rather than through an e-vote.

RECOMMENDATION: *To approve the September 2020 financial statements.*

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

Maja Andjelkovic: YES

Alissa Cooper: YES

Jason Livingood: YES

Sean Turner: YES

Peter Van Roste: YES

Director of Fundraising recruitment

With the assistance of board members Maja Andjelkovic the Job Description/Person Specification has been finalised and agreed with the recruiters. Now that the new ISOC funding agreement is in place the

recruitment process has begun using our normal recruitment firm, Perrett Laver. The draft timetable for the recruitment is:

w/c Dec 7	Candidate Identification commences Advertisement live
w/c Jan 18	Longlist Review Document Sent
w/c Jan 25 video-conference	Longlist Review Meeting with Perrett Laver via Perrett Laver Interviews with Longlisted Candidates
w/c Dec 1 – Feb 8	Shortlist Review Document sent
w/ Feb 15	Shortlist Review Meeting with Perrett Laver Via video-conference – 1.5 hour commitment
w/c Feb 22	First Round Interviews via video-conference Each interview will last approx. 1 hour in duration. Estimated 5-6 interviews total.
w/c Mar 1	Final Interviews with Preferred Candidates via video-conference
w/c Mar 15 video-conference	Negotiations & References taken for the preferred candidate
Thereafter	
End of March	Offer extended to preferred candidate & subsequently accepted.

4. RFPs and contracts

Tools Maintenance Contract

I have agreed with the Tools Team PM, Robert Sparks, to use an existing supplier, Painless Security, to fill the gap for 2021 left by Henrik's departure as there is insufficient time to run a new RFP process. Painless Security are already the contractor for the Minor Tools Enhancements contract and have all the necessary skill and knowledge of our systems to pick up the Tools Maintenance contract.

5. Meetings

IETF 107 Virtual and IETF 108 Online

We are still trying to get information from the loss adjuster and I hope to make a report on progress at the board meeting.

IETF 109 Online

The post-meeting survey has closed and it is expected that a full report will be published by the time of the board meeting. The overall satisfaction rating was 3.83 (on a 5 point scale), down slightly from 3.95 for IETF 108 - though this is not a statistically significant difference.

There were a number of interruptions to service during the meeting that are documented in IETF 109 Service Interruption log. A summary version will be published along with the post-meeting survey results.

To prevent any similar service interruptions for IETF 110 we are working with the NOC Lead on an implementation and testing timetable. This will include a volume testing phase, which most likely would have identified two of the key issues we had in IETF 109 had one been in place before that meeting.

Global Hosts and sponsorships restructuring

As reported for the last board meeting we are in the process of reworking our meeting sponsorship offering in order to:

- Reducing the administrative burden on Global Hosts
- Introducing year round recognition of all sponsors with a restructure of the recognition section of the website
- Providing a pathway for companies to become long term sponsors without hosting meetings
- Rework our lower level sponsorship offerings to align with common corporate values and showcase the uniqueness of the IETF.

The brochure is not quite ready at the time of writing and will be provided to the board as soon as it is.

New venue selection process

The community consultation on a new operational selection process for venues has concluded with no feedback and has been implemented. By the time of the board meeting I hope to have started consultation on our proposed assessment template, which is likely to be a much more lively discussion.

6. Tools/RPC/RSOC/RSE

Authoring Tools Survey

This survey closed with 758 respondents and an initial report is available at <https://qi.tc/TOWvDV> but much more work is needed for the following teams and groups:

- Data for RSOC on the uptake of v3 XML and XML in general as an authoring format, and the barriers preventing uptake.
- Data for the Tools Team on which tools are the most used and how they use them
- Data for the Tools Architecture and Strategy Team on the overall landscape of authoring tools, how they fit together and what people want from the IETF.

v3 RFC XML Issues

There has been no discussion in response to the [blog post](#) from the Temporary RFC Series PM that I mentioned in my last report. This is slightly concerning given the importance of the issues raised.

The board discussed this briefly. Jason noted that he recently re-read that blog post and based on the way it was presented it was not obvious that John was asking for specific feedback - it read more as an update and list of key issues. Jason suggested that if he has specific questions for the community that he should pose the questions directly, with two or more options for each question, and John's expert recommendation on a particular option. Jay indicated that he'd already discussed this with John and that John is planning to do something along these lines in the near future.

Tools investment for 2021

The Tools Team PM and I have begun work on a planning tools investment for 2021 with the key discussion being the trade off between addressing many outstanding smaller projects and large scale transformational projects.

7. IESG/IAB/IRTF/Trust

Nothing to report.

8. Miscellaneous

Helpdesk systems

After a thorough evaluation, a new system has been chosen, JitBit, and implementation will have begun by the time of the board meeting.

5. Discussion of potential 2021 focus areas

The board has identified six potential focus areas for 2020: fundraising; diversity & inclusion; technical platforms; transparency; community engagement; 3-year retrospective per BCP 101. The board will be discussing how to prioritize these focus areas as 2021 begins and will be asking the community about this in the upcoming survey.

6. AOB & Questions from Observers

No AOB or questions from observers.

Part II: Board + Staff

1. LLC Board outreach and reachability

The board will continue to think of new ways to create opportunities for engagement, like more dedicated time on board meeting agendas for community topics or “office hours” style open meetings. Without in-person meetings, it’s been difficult to create opportunities for open discussions with IETF community members so we need to create new opportunities.

Part III: Board + ED Only

1. Holiday schedules

The board reviewed the planned holiday schedules for everyone, including Jay. When Jay is on holiday, Greg will be acting ED. The board strongly encouraged Jay to take a real break and avoid checking email.

Part IV: Board Only

1. Finalize Executive Director 2020 annual review

The board has received Jay's 2020 self-assessment and needs to finalize his review. Jason said he would circulate a draft for the board to review tomorrow, Friday, 14 December 2020.