

# Meeting: LLC Board

Date: November 16, 2022

## Attendees

### LLC Board:

Maja Andjelkovic  
Lars Eggert  
Jason Livingood  
Sean Turner

### Staff/Secretariat:

Jay Daley  
Alexa Morris  
Laura Nugent  
Lee-Berkeley Shaw  
Robert Sparks  
Lisa Winkler

### Observers/Guests:

None

### Scribe:

Michelle Cotton

### Conflicts of Interest Declared:

None

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# Part I: Open to the Public

## 1. Record e-vote results

Two e-votes have been completed since the previous Board meeting.

a. The 12 October 2022 LLC Board minutes were approved with the board e-voting as follows:

Maja Andjelkovic: YES  
Lars Eggert: YES  
Jason Livingood: ABSTAIN  
Sean Turner: YES  
Peter Van Roste: YES

b. The May 2022 (Revised), June 2022 and July 2022 Financial Statements were approved with the board e-voting as follows:

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

## 2. Review & approve prior month's financial statement

Approval of the August 2022 financial statements will go to e-vote. Jay used a different process with the accountants this time, trying to get the final numbers for Vienna.

Sean will make a recommendation to the board regarding the recent billing issue with the auditors. The board will have a formal e-vote. Lars indicated that in the future the auditors should be informing the board of any issues as they arise. Sean will also send something to ISOC. Maja requested that we get some documentation about what happened with budgeting and communication issues.

## 3. Update on the IETF's technical work

Lars reported that the IETF 115 meeting went well. He received feedback that the addition of the Meeting Owls were really great for remote participation. It will be interesting to see if there is any uptick in satisfaction for remote meeting participation in the survey. There were no major problems and overall a smooth meeting.

## 4. Executive Director Report - Public

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# Public Executive Director Report

For the IETF Administration LLC Board meeting on 16 November 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 budget - draft 1

The [first draft of the budget](#) is ready. This is to be discussed in the Board/ED session.

## 2. Policies

### Misuse of IETF systems / Restricting participant access

The IESG have now produced a [Statement on Restricting Access to IETF IT Systems](#).

Our [DMCA statement](#) now includes the necessary safe harbour statement.

### Antitrust

The I-D has now been [published](#) and discussion is underway on the gendispatch list. There is some confusion on the list about the intent of the draft, that is being

addressed and there are some concerns that the 'yellow flags' are difficult to capture without much more explanatory text.

While the video was produced on time, it was not used at the WG Chairs Forum at IETF 115 as expected, due to the 'yellow flag' concerns above.

## **3. Finance**

### **New bank accounts**

This is still in process.

### **2022 audit bill**

As noted by email, the auditors have presented us with a surprise bill for a surprisingly large amount of extra work. As the audit function reports directly to the board, I have looped in the Treasurer to decide on how to respond to this.

## **4. RFPs and contracts**

### **Inflation**

As might be expected, many of our key contractors are asking for an inflationary rise in their fees. I am negotiating this on a case-by-case basis.

## **5. Meetings**

### **IETF 115 London**

This meeting has now concluded. We are still gathering the figures to see how it went, but anecdotally it was a great meeting with enough people to feel like a proper IETF meeting. One highlight was the new participants program, which has been revamped and was well attended by a seemingly great bunch of new participants - well prepared and with clear goals.

## **IETF 116 Yokohama**

We will shortly be opening registration for IETF 116 Yokohama. For some, the visa process for Japan requires extra letters from a local organisation, which we will be issuing on their behalf.

## **IETF 122 Bangkok**

As announced during IETF 115, we have now signed the contracts for IETF 122 Bangkok. The terms were similar to those offered for IETF 109 and IETF 113.

## **Carbon emissions**

We've completed the workshops for input on carbon offsetting strategy. These were lightly attended so we are going to also send a survey. We are expecting a proposal for a stand-alone calculator to allow IETF participants to calculate on their own and then provide to us their CO2 emissions equivalent for meeting participation. Based on this proposal we'll be able to decide whether to implement and then offer this option.

# **6. Tools/RPC/RSOC/RSE**

## **Future for infrastructure**

The new strategy is ready to use for a re-tender of infrastructure services, but before we do, we are going to seek some information from potential suppliers in the form of an RFI to help us decide whether or not to issue a single contract or break it up into multiple contracts by expertise.

## **Wiki migration**

Self-migration of wikis by groups has slowed so we will be looking to other options for dealing with content currently on trac. The group migration process has surfaced additional features and enhancements for the new wiki platform (Wiki.js) to which we have been able to respond, which will benefit all IETF wikis, such as those used for meetings.

## **7. IESG/IAB/IRTF/Trust**

### **IETF Trust**

Our external counsel have now ceased representing the Trust, which then left counsel free to provide advice on the proposed new structure of the Trust that was shared at our joint meeting. I will continue to steer counsel away from proposing significant structural changes in their discussions with Trust counsel, looking instead towards more contractual mechanisms to ensure a continuity of safeguards for the IETF in the new structure.

## **8. Communications/Outreach/Fundraising**

### **Development Update**

At 115, nearly a dozen new prospects were identified through the course of the meeting and relevant side meetings. Two cultivation conversations were continued with existing prospects, one direct solicitation for a multi-year gift was made and is under consideration, and two stewardship events were held with Global Hosts. There are a handful of prospects that will be solicited before the end of the year in hopes of securing gifts in 2022.

Initial updates to the Support Us section of the website have been completed and work on a set of 'glossy' fundraising collateral for use by IETF and LLC leadership is ongoing. Additional updates to the website may be made once the collateral is complete.

### **WG chairs training**

Registration for the live training sessions has opened. Two editions for each of three topics will be held on 30 November, 7 December, and 14 December. More information at: <https://chairs.ietf.org/training>

## **9. Miscellaneous**

Nothing to report.

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## 5. NomCom Liaison Update

Jason provided an update on the NomCom. They may be a little behind schedule but everything seems to be going forward reasonably well. Interviews continue to occur and several took place during the IETF meeting.

## 6. Table “long-term questions”

- a. Are there any remaining gaps post-ISOC spinoff?
- b. What is the ‘new normal’ for hybrid meeting attendance numbers & how do we adapt?
- c. How should venue contracts evolve given recent experience?
- d. When do we pivot to follow only local COVID guidelines?

The above questions were discussed. Jay indicated that we may not know what a new normal looks like until after San Francisco and Prague. Laura will gather data regarding what challenges there are in attendees choosing to stay at the venue hotel. Regarding COVID guidelines, it appears that the majority of IETF attendees are happy with the measures in place.

One conclusion does seem to be fewer people booking via the official website - either using their company’s travel portal, using AirBnB, or other alternatives. The board asked Jay to prepare a note to the community concerning a change to the requirement about a certain number of rooms needing to be on-site or similar change to adapt to this new situation.

## 7. AOB & Questions from Observers

None

## Part II: Board + Staff

Michelle inquired about an updated OFAC policy for review by the board. Jay will follow-up on that so that it can be sent for an e-vote by the board.

## Part III: Board + ED Only

The group discussed concrete steps needed to see progress on accounting accuracy and timeliness from the accountant, as well as progress in fundraising.

## Part IV: Board Only

The group discussed contract-related activities.