

Meeting: LLC Board

Date: January 8, 2025

Meeting Number: 82

Attendees

LLC Board:

Roman Danyliw

Jason Livingood

Mirjam Kühne

Shauna Turner

Regrets: Sean Turner

Staff/Secretariat:

Jay Daley

Sandy Ginoza

Jean Mahoney

Stephanie McCammon

Cindy Morgan

Debbie Sasser

Robert Sparks

Lisa Winkler

Observers/Guests:

Warren Kumari

Scribe:

Michelle Cotton

Conflicts of Interest Declared:

None

Part I: Open to the Public

1. Record e-vote results

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

a. The October 2024 Financial Statements were approved with the board e-voting as follows:

Roman Danyliw: YES
Mirjam Kühne: YES
Jason Livingood: YES
Sean Turner: YES
Shauna Turner: YES

b. The new IETF LLC Staff Policy was approved with the board e-voting as follows:

Roman Danyliw: YES
Mirjam Kühne: YES
Jason Livingood: YES
Sean Turner: YES
Shauna Turner: YES

c. The December 11, 2024 LLC Board Meeting minutes were approved with the board e-voting as follows:

Roman Danyliw: No vote
Mirjam Kühne: YES
Jason Livingood: YES
Sean Turner: YES
Shauna Turner: YES

2. Review & approve prior month's financial statement

Debbie Sasser reported the November 2024 financial statements have been sent out. There were no questions. The December 2024 financial statements will be ready in early February as Debbie is making sure they get the same version of the year-end statements as the auditors do. The board agreed the November 2024 financial statements are ready for e-vote.

Action: 82-01 - Michelle Cotton will begin an e-vote for approving the November 2024 Financial Statements.

3. Update on the IETF's technical work

Roman Danyliw reports two BoFs from IETF 121 have started the chartering process. The first is for Restful Versioning Protocol (RVP) and the second is for taking IP to other planets. The

IAB's workshop on AI preferences is also underway in creating a working group. There is also some recharting happening in INT and Routing areas.

The IESG is currently processing 2 appeals. The IESG is also still working through what to do with ALLDISPATCH. On the main IETF discussion list there is a robust discussion reading what it means to be "historic" in terms of tagging documents.

4. Executive Director Report - Public

Public Executive Director Report

For the IETF Administration LLC Board meeting on 8 January 2025

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. There is no separate confidential report.

1. Strategic Matters

Nothing to report.

2. Policies

ISOC Compliance

This is the time of year where I send the compliance report for ISOC as specified in the LLC agreement. ISOC have asked for an update related to antitrust as follows:

In the 2023 report, in Section 8, you referenced that work was progressing on an informational RFC to provide guidance on antitrust. Would you please provide us with a copy of the guidance and its status? Also, you referenced that there had been some training and a video version was underway. Would you please provide us with a list of who was trained and a status of the training video?

3. Finance

Budget 2025

[Consultation](#) on the 2025 budget has completed and the only feedback received has been about the increase in registration fees for students. This has been at \$150 since at least 2006 and so would be \$238 now. In that context, a small increase of \$10 does not seem problematic and so no changes are proposed.

Behind the scenes, we have been making some adjustments based on better information and this is reflected in [a new budget](#).

The board is asked to approve the budget as the final budget for 2025. An e-vote will be sent, since Sean Turner was not present. The board was supportive though - no remaining issues to fix.

4. RFPs and contracts

RPC contract

The transition to an Employer of Record arrangement for the RPC is now complete and has been [announced](#) to the community. The initial term of the contract is for two years.

Secretariat contract

The Secretariat contract has been amended to include a non-solicitation agreement. This is a standard clause that sees us paying compensation if we approach and employ secretariat staff, up to a year after the expiry of the contract, but allows us to employ staff who approach us without penalty.

The Secretariat contract is due to be re-tendered during 2025 and preparations are well underway.

Accountant contract

The contract with the outsourced accountants has been renewed for another year, taking it to a total of six years. Input is sought from the board on whether or not this contract should be re-tendered for 2026.

5. Meetings

Venues in India

A request for feedback has been [issued](#) to the community for five cities in India: Bengaluru, Delhi, Goa, Hyderabad and Mumbai. Some feedback has been [received](#), with more expected in due course.

IETF 125, planned for China

A verbal update will be provided in the Board + Senior Staff section of the agenda.

6. Tools/RPC/RSWG/RSCE

Nothing to report.

7. IESG/IAB/IRTF/Trust

Nothing to report.

8. Communications/Outreach

IETF Community Survey 2024

The 2024 IETF Community Survey has been [launched](#). A small number of changes were made to the questions based on feedback from previous years and review by the IESG and IAB.

9. Fundraising

Nothing to report.

10. Miscellaneous

Nothing to report.

5. Update on IASA2 Review

The second IETF Administrative Support Activity (IASA 2.0) retrospective was completed in December and [distributed as usual](#). As part of the actions proposed in the report, two BoF sessions have been submitted for IETF 122: One on the IETF meeting network and one on the suitability of the NomCom for IETF LLC Board and the Trust. For the NomCom-related BoF, Glenn Deen has agreed to present on behalf of the IETF Trust. When and if the BoFs are approved in the next 2 weeks, then additional details will be added to each draft agenda. In addition, Jason and Sean are working with Jay to configure a survey for one of the BoFs.

6. AOB & Questions from Observers

None

Part II: Board + Senior Staff

1. Introduction to RPC Senior Staff

Jay Daley introduced the board to the RPC Senior Staff. Sandy Ginoza and Jean Mahoney both gave a brief introduction and described what their current roles are. They are talking about having a public monthly RPC call to get more visibility.

2. Board Meeting days/times for February and March 2025

The Board discussed changing the time for the February 12, 2025 meeting to 1 hour earlier (11:00 AM PT/2:00 PM ET/19:00 UTC). The March meeting will be moved 1 week earlier to March 5, 2025 and also 1 hour earlier. The April meeting will be moved 1 week later to April 16, 2025 as the current date conflicts with the RPC and tools retreats. All other scheduled board meetings will be moved to 1 hour earlier until the new board seats are filled and scheduling can be discussed with new members.

Roman Danyliw asked about retreat dates. Michelle Cotton will be circulating those dates to the existing board members and LLC staff.

3. Approve Final Budget

Debbie Sasser reported that since version 3 of the budget was sent to the community for consultation, there were some corrections for expenses which included formulas for the RPC, mail server costs for January with AMS, formulas for pre-meeting visits, adjustments to contract with AMS. Some items will reduce expenses including not having to pay for Comcast Circuit/Lumen from March to December and wage inflation was less than what was estimated. This is an increase to the bottom line of about \$9000. This is a minor adjustment from a consulting standpoint.

Shauna Turner asked about how much feedback was received from the community. The only feedback that was received was about the increase of 10 USD in the student fee. The board concluded to move forward with approving the budget as is .

Action: 82-02 - Michelle Cotton will begin an e-vote for approving the budget.

4. IETF 125 Update

Jay Daley reported that the negotiations are going much better with the venue, in large part because the personnel at the venue have changed and from assistance from sponsors. However, cost remains an issue and some major contractual issues are still to be finalised.

5. Conflict of Interest forms

Michelle Cotton will be contacting board members, LLC staff and contractors to make any updates to individual and entity conflict of interest forms.

Part III: Board + ED Only

1. Actions and Resolutions numbering scheme

The LLC Board, Executive Director and Scribe discussed the new numbering scheme for identifying meetings, resolutions and actions.

2. LLC Staff Titles

The LLC Board discussed and provided feedback on a proposal from the Executive Director to adjust job titles for two senior staff.

3. AOB

The LLC Board discussed point 4. of the ED Report (renewal of the accountant contract) and decided that while large contracts should be retendered on a regular basis, this won't be necessary for the current relatively small accountant contract as it might disrupt the interaction established by Debbie which works very well.

Part IV: Board Only

It was decided to move ahead with planning for the Board retreat and inform the new LLC Board members as soon as they have been announced.

Shauna reported that the transition to the new Chair and Treasurer has been completed.

Action Items:

Action: 82-01 - Michelle Cotton will begin an e-vote for approving the November 2024 Financial Statements.

Action: 82-02 - Michelle Cotton will begin an e-vote for approving the budget.