Meeting: LLC Board

Date: December 17, 2025
Meeting Number: 92

Attendees

LLC Board:

- Gonzalo Camarillo, Director
- Roman Danyliw, Director and IETF Chair
- Mirjam Kühne, Director and Chair
- Shauna Turner, Director and Treasurer
- George Michaelson, Director

Staff/Secretariat:

- Jay Daley, IETF Executive Director, LLC Staff
- Sandy Ginoza, Director of RPC Operations, LLC Staff
- Jean Mahoney, Director of RPC Communications and Strategy, LLC Staff
- Stephanie McCammon, Director of Meeting Operations and Sponsorships, Secretariat
- Cindy Morgan, Director of Leadership Operations, Secretariat
- Laura Nugent, Director of Administration and Events, Secretariat
- Debbie Sasser, Director of Finance, LLC Staff
- Robert Sparks, Senior Director of Information Technology, LLC Staff
- Greg Wood, Senior Director of Communications and Operations, LLC Staff

Observers/Guests:

- Sean Croghan
- Jean F. Queralt
- Eric Rescorla

Scribe

- Michelle Cotton, Board Secretary, Secretariat

Part I: Open to the Public

1. Conflicts of Interest Declared:

None

2. Approval of prior board meeting minutes and review outstanding action items

Proposed resolution: *RESOLVED, The 12 November 2025 LLC Board Meeting Minutes are approved.*

>   Unanimously Approved by Live Roll Call Vote

There are 2 outstanding action items that are both in progress.
See details in Appendix A.

3. Review & approve prior month's financial statement

The Director of Finance reported that the October 2025 Financial Statements were sent out on 19 November 2025. There were no questions and therefore are ready for approval.

Proposed resolution: *RESOLVED, The October 2025 Financial Statements are approved.*

>   Unanimously Approved by Live Roll Call Vote

4. IETF Chair Report - Public

Public IETF Chair Report

For the IETF Administration LLC Board meeting on 17 December 2025

This report is provided by the IETF Chair. This report is public.

- The following new working groups have been created:
  - *none*
- The following working groups have been closed:
  - *none*
- Appeal Processing
  - IESG
    - [IESG-Appeal-225](#) *(*new appeal posted 11-Dec))
  - IAB
    - [IAB-Appeal-213](#) and [IAB response](#) (posted 12-Dec)
- IESG and IAB Community Appointments
  - 25-November-2025 – [Call for nominations: IESG appointment to the IETF Trust / IPMC](#)
- IESG and IAB Announcements
  - *none*
- Special Topics
  - The IETF Chair participated in [UN General Assembly High-Level Meeting on WSIS+20](#) and [associated side event](#) on December 15-17, 2025
  - Noteworthy process related Internet Drafts
    - [Draft-deen-ietf-ipmc-update](#) submitted to support transition from the IETF Trust to IETF Intellectual Property Management Corporation (IPMC). See [processing discussion](#).
    - [Draft-ietf-modpod-group-processes](#) – a document redefining IETF's moderation approach is scheduled for IESG Review.

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5. Executive Director Report - Public

Public Executive Director Report

For the IETF Administration LLC Board meeting on 17 December 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.

1.   Strategic Matters

Strategic Plan

This currently sits with the Board to approve the responses to comments made in the draft.

Risk register

The risk register has been reviewed and a report sent to the Board with recommendations on updates and additions.

2.   Policies

Antitrust training

The off-the-shelf training course on antitrust that was being looked at was insufficient for our needs and instead a custom course for the IETF has been produced by staff. This has been reviewed by IETF Counsel and when final sign-off is given the material will be used to produce a variety of training formats.

3.   Finance

Audit

The end of year audit is well underway and without issue. A verbal update will be given in a confidential section of the agenda.

2026 Budget

The 2026 budget has been sent to the Board to be approved for consultation. The aim is to approve the final budget in January, incorporating any changes that result from the feedback.

Meeting registration fees review

The fee consultation has closed. The feedback was generally supportive and so these new fees have been incorporated into the 2026 budget.

Proposed resolution: *RESOLVED, The new registration fees are approved for use from IETF 126 Vienna (July 2026).*

Merchant services

As part of the push to reduce merchant services fees, staff have investigated what would happen to these fees if we moved to the normal practice when taking card purchases or providing more data on the purchasers, such as the card holder address and the IP the card data is submitted from. While our fees would reduce significantly, after discussions with counsel, this will not be pursued any further as it may be considered monetization of participant data (the community would have been consulted had that not been the case). It should be noted that this is a tangible cost to providing the high level of privacy that the IETF community expects.

4.   RFPs and contracts

Secretariat RFP(s)

This will be discussed in the Board + ED section of the agenda with the Director of Finance in attendance.

5.   Meetings

IETF 124 Montreal

A [blog post](#) has now been published with the result and follow up from the post-meeting survey.

IETF 125 Shenzhen

There are still a few details to be resolved on the operational considerations plan, which includes the management of equipment.

Remote rooms

Back in July, we commissioned Meetecho to add a new "remote rooms" feature and we are hoping to release this for IETF 125 Shenzhen. The basic premise is to allow a group of people to remotely attend an IETF meeting from the same room as if they were in an overflow room in the venue.

The following strict criteria are being considered to ensure that this feature operates efficiently and is not misused:

- The room must have suitable A/V equipment so that there are not problems that disrupt the session they attend
- The room organizer needs to sign a contract and pay a fee for the extra support that needs to be provided
- All the participants need to be registered for the meeting (which the organizer must ensure) and use the onsite tool to record their attendance at the session, speak in the queue etc.

6.   Tools/RPC/RSWG/RSCE

Tools community engagement

As part of the ongoing review of tools engagement, several changes are underway.

Until this month, a monthly tools update was written up as a public document and talked through at the monthly public tools meeting. These meetings were announced to the tools-discuss list and ietf-announce with a link to the notes.

However, community participation at this meeting rarely exceeded ten people compared to the 300+ on the tools-discuss list. Consequently, these notes are now being [distributed by email](#) (in the body of the mail, not a link) to both tools-discuss and the WG chairs and the role of the meetings is being reassessed.

Until earlier this year the tools team published a roadmap of development plans but in response to feedback that this was insufficient to understand details, this was withdrawn. A new method for building the roadmap has been developed and is expected to be rolled out by the time of the board meeting. This will use placeholder dates and priorities while discussions continue on the best mechanism for the community to feedback on the priorities.

Current tools progress

The following is taken from the most recent monthly update:

> We are primarily focusing on the RFC Production Center modernization tasks, both on the workflow management tooling, the RFC Editor website rewrite, and editor tooling.

> We are working to have these modernized components deployed before IETF 125. The publication of RFC10000 is expected after that meeting and before IETF 126.

> We are working to replace the earlier roadmap to provide more insight into both the strategic direction and expected availability of major features. We will ask for feedback when we have views available.

In addition, but at a lower priority, we are:

* Refactoring Datatracker to reduce the amount of on-the-fly generation and to keep generated/static artefacts in blob storage to improve the datatracker's resiliency and performance.

* Making progress on the IESG dashboard and IAB liaison management tooling projects.

* Stabilizing the mail system, addressing basic delivery issues, and preparing for better management going forward.

* Rewriting idnits, which is nearing completion.

* Fixing issues and making minor changes to xml2rfc and other author tools.

* Fixing issues and making minor changes and repairing data to/in Datatracker

* Reviewing and incorporating community provided PRs

We expect these, and other major features to return to earlier levels of development velocity when the RPC modernization project's first release is deployed.

7.   IESG/IAB/IRTF/Trust

IETF Trust/IETF IPMC

The IETF Trust has produced an [Internet-Draft](#) to update the IETF documents to recognize the IETF IPMC as the IETF Trust successor. This has been adopted by the IETF Chair and so will progress based on community feedback outside of a WG process.

The situation with the IANA CCG is still unclear. The Trust has been sent feedback from the Board, IETF community members, and parts of the ICANN community and is still to respond substantively. While much of the feedback aligns, there are some differences and nuances to consider. It is likely that this will require another proposed revision to the bylaws and another 60-day consultation.

While this is ongoing, the appointment process for two Trustees is well underway.

8.   Communications/Outreach

Research and insights analyst

The first round of interviews did not produce a suitable candidate and so a recruitment firm has been brought in to assist.

Annual community survey

Preparations are underway for launching the annual community survey before the end of the year. This will run until late January with the report due in March.

9.   Fundraising

It is hoped that we will be able to announce a host for IETF 127 San Francisco very soon.

10.   Miscellaneous

Nothing to report.

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6. AOB & Questions from observers

One observer asked if the proposal for remote rooms will be announced for public comment or announced as policy? The plan to have organizers sign contracts is problematic as they are already paying to participate. Please ask the community for feedback on this proposal.

The Executive Director is still looking at the communications associated with the proposal and will consider taking the plan to public comment.

Another observer asked the Executive Director if they have an idea of what the fee would be for the remote room? Their organization is hoping to give their students a more communal experience while participating remotely with more interaction. The cost becomes difficult for this type of set-up. He is wondering how you would prevent people just using their own large screens and plugging in their own laptop.

The Executive Director answered that the fee could potentially be around $1,000 USD, however this has not been decided. The remote room plan is very different from just plugging in a laptop. Individual registered people will still speak as if they are at the

meeting. This will be a different type of experience and will cost the IETF money to support.

Part II: Board + Senior Staff

1. Executive Director: Meetings Planning Update

The Director of Administration and Events provided an update to the board on meetings planning for 2027 and 2028. IETF 128 (Asia) and IETF 129 (Europe) are in the final stages of negotiation. IETF 130 (North America) is currently in the contracting process. Venues for 2028 are being reviewed and site visits scheduled.

A board member inquired if there was a roadmap or more detailed plan/timeline for venue sourcing. The Executive Director confirmed there is a document that can be shared with the board for more information.

> *Action: Executive Director to share internal venue planning/timeline documents with the Board.*

2. AOB

None

Part III: Board + Executive Director

1. Executive Director: Secretariat Contract

The Executive Director gave an update to the board on the status of the secretariat contract.

2. Executive Director: Draft 2026 Budget Review (Invited Attendees: Director of Finance and Senior Director of Communications and Operations)

The Director of Finance provided a summary of the 2026 draft budget and highlighted some changes. As a next step, the draft budget will be sent to the community for consultation. After that, the final budget will be published.

<u>Proposed resolution</u>: *RESOLVED, the 2026 draft budget is approved for community consultation.*

Unanimously Approved by Live Roll Call Vote

3. Executive Director: 2025 Audit Overview (Invited Attendee: Director of Finance)

The Director of Finance gave an overview of the Audit Process. It is expected that the audit report will be shared with the board in February.

4. AOB

The ED announced that the Director of Communications will be acting ED during the time in January 2025 when the ED will be away.

Part IV: Board Only

1. Chair, Treasurer: Annual Compensation Review

The board agreed on the annual compensation for the ED and a plan for the goal setting 2026.

2. Treasurer: D&O Insurance Policy

The treasurer suggested reviewing the insurance for directors and officers on an annual basis. This will be discussed by the board again in 2026.

Summary of Board Resolutions:

- Resolution 92-01: The 12 November 2025 LLC Board Meeting Minutes are approved.
- Resolution 92-02: The October 2025 Financial Statements are approved.
- Resolution 92-03: The new registration fees are approved for use from IETF 126 Vienna (July 2026).
- Resolution 92-04: The 2026 draft budget is approved for community consultation.

Board Resolutions can be found at https://www.ietf.org/administration/llc-board/.

Summary of Action Items:

Pending Action Items
- AR-2025-05: Executive Director will put together a plan regarding equipment for IETF 125.
  Update: this plan will be tested in the Pre Meeting Venue Visit in January.
- AR-2025-11: Draft a document with more formal board operational and decision processes
  Update: The document is being reviewed by selected Board members

New Action Items
- A92-01: Executive Director to share internal venue planning/timeline documents with the Board.