

Meeting: LLC Board

Date: April 17, 2024

Attendees

LLC Board:

Roman Danyliw
Mirjam Kühne
Jason Livingood
Shauna Turner

Regrets: Sean Turner

Staff/Secretariat:

Sandy Ginoza
Debbie Sasser
Robert Sparks
Lisa Winkler
Greg Wood

Observers/Guests:

Harald Alvestrand
Alper Kamil Demir
Stefan Ubbink

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 January 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: ABSTAIN

b. The February 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: ABSTAIN

c. The March 27, 2024 LLC Board Meeting minutes were approved with the board e-voting as follows:

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

2. Review & approve prior month's financial statement

Debbie Sasser reported that the March 2024 Financial Statements should be finished soon and should be sent to the board for review no later than 24 April 2024. The audit is going strongly. The auditors had to stop some of their testing as they were not able to schedule enough time for us in February. Next year the auditors plan to complete the work in February with statements being available more quickly now. Debbie will have a final call with them today. There have not been any suggested adjustments at this time.

Both Roman and Shauna praised Debbie for all her efforts in explaining the financial documentation.

3. Update on the IETF's technical work

Roman Danyliw reported that much of the IESG is catching up after IETF 119. The same for the IAB. ALLDISPATCH experiment will run again at IETF 120. One of the BoFs from IETF 119 has revised its charter (SPICE) and has been submitted for initial review to the IESG.

4. ICANN Board Liaison Report

Harald Alvestrand reports the grant program is underway. It is geared toward project support. People who ask for grants have to define projects that will be good for the Internet, not so much for ongoing things. This is a result of 6 years of community discussion about how this money should be distributed. The ICANN board is not involved in evaluating any of the proposals.

CEO search is still ongoing. ICANN is experiencing a significant financial shortfall. Income is static, however expenses continue to rise with inflation. ICANN is looking at how to deal with that for next year's budget. Harald asked if the Board had any questions.

Jason Livingood asked about the next round of the grant program. With phase 2 dealing with the larger amounts of money, is that still going to community review? Harald indicated that ICANN will review how the first round went and then make adjustments. The auction fund is where the grant program money is derived from. Harald briefly described the new GTLD program plans and funding. The auction fund and the new GTLD program fund are separate.

5. Acting Executive Director Report - Public

Public Acting Executive Director Report

For the IETF Administration LLC Board meeting on 17 April 2024

This report is provided by the Acting IETF Executive Director while the IETF Executive Director is on a site visit 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

Nothing to report.

2. Policies

Antitrust & Venue requirements

The IETF Chair has been provided with briefing notes and a request to take these I-Ds ([Antitrust](#), [Venue Requirements](#)) to last call. Given the depth of history here, these may take some time to process.

3. Finance

VAT

An LLC Director has expressed concerns with the provision of personal information for VAT registration and asked that we take legal advice to see if this is necessary or if our VAT agent has misunderstood the law. Counsel have been instructed and asked for urgent advice, but it may be that we need to go ahead with the current mechanism before that can be resolved, or risk missing a deadline for registration opening for the Dublin and Madrid meetings (Spanish VAT registration can take a year).

The Director of Finance will be able to provide an update on this at the meeting.

Audit

The audit is continuing with no issues to report.

4. RFPs and contracts

Nothing to report.

5. Meetings

IETF 125 Asia

The meetings planning team, including the ED, are on a site visit to Shenzhen 14-19 April. They will be following security advice provided by an expert in this field.

6. Tools/RPC/RSWG/RSCE

Infrastructure migration

This project continues to throw up unexpected problems and is now due to extend into May. The Director of Finance is working on a cost tracker to help us understand the total overspend that will be needed to complete this project.

The mailman migration, one of the largest single steps in this process, has been postponed on a number of occasions as problems have been discovered. The migration is now expected to begin on 12 April.

7. IESG/IAB/IRTF/Trust

IAB/IESG retreat

The IAB/IESG will be holding their retreat in London in June. The ED will be on PTO then and so the Director of Communications and Operations will attend in person, along with a number of Secretariat personnel.

8. Communications/Outreach

www.ietf.org

A significant update to the www.ietf.org (Wagtail CMS) website was deployed on 10 April, a major feature of which is a modern approach to navigation which provides clearer and more direct access to information on the website. This update will be followed by further review and update to website content. We expect more regular, incremental refinements to site design and functionality going forward.

9. Fundraising

ICANN Grant Program

The ED and team are working on an application for the ICANN Grant Program. The timetable for this program is:

Grant platform opens for application submission	25 March 2024 15:00 UTC
Grant platform closes for applications	24 May 2024 20:00 UTC
Admissibility and eligibility checks	June–July 2024
Independent Application Assessment Panel review	August–October 2024
Expected ICANN Board decision on the final slate of successful applications	December 2024
Grant agreement negotiations and contracting	January 2025

New Global Hosts

The fundraising team are close to signing up one, possibly two, global hosts. Further information can be provided in the confidential session.

Fundraising at IETF 120 Vancouver

The fundraising team will be arranging one, possible two, small dinners with important potential donors.

10. Miscellaneous

Nothing to report

6. AOB & Questions from Observers

Alper Kamil Demir had a question about how to get involved in the IETF. Roman Danyliw provided an explanation of the IETF structure including the IRTF and what different ways participation is possible. Roman will be following up offline with Alper to provide more information.

Part II: Board + Staff

1. Documenting a decision on the start date for incoming/outgoing LLC Board members

In RFC 8713, section 3.4 Term Lengths states “For confirmed Director candidates of the IETF LLC, the term begins at the next appropriate IETF LLC Board meeting or as dictated by the policies and procedures of the IETF LLC Board”. An operational policy is currently being drafted to better sync onboarding timing for new LLC Board Directors.

2. IESG design team for IETF 125

Roman Danyliw reports that (a) the IESG has convened an IETF 125 design team with IESG, LLC, and IAB members; and (b) this design team will make a recommendation to the IESG on the timing of the decision and how to deliberate on this decision with the community.

Shauna Turner asked about provisions for having to cancel a meeting. Jason Livingood gave prior examples of canceling meetings and that insurance policies are being researched. Greg Wood explained we are in a better position to have remote meetings based on the investment made in tooling after the pandemic forced us online-only in 2020.

3. VAT Updates

Debbie Sasser reported the status of VAT registration and collection for various meetings. For IETF 118 we received a small portion of the VAT, however we are still waiting for approximately \$62,000. For IETF 119, follow-up is needed with the organization we were working with. Even though the meeting has already occurred, we still may need to register post-meeting to comply with requirements. For IETF 120 there is not enough time prior to the registration opening to register for VAT. For IETF 121, the AML documentation is completed and approved, so now the registration process will begin for VAT.

Shauna Turner asked about recovering GST for IETF 120 after the meeting at the enterprise level. Debbie will look into the rules and see if this is possible.

Part III: Board + ED Only

1. Discussion of board personal info, VAT registration, COI redactions

A potential new policy for handling personal board info was discussed. A first draft was provided by Vigdis (Legal) and Shauna volunteered to do a first pass review. VAT registration issue was closed. And redacted COIs have been posted; the board did not have any concerns relating to the new board member COIs.

2. ICANN Update

The board again discussed ICANN-related fundraising.

3. New org to promote a recent IETF protocol

The board discussed an inquiry regarding a potential new organization. No opinion was reached and Jason agreed to contact the person that inquired with the IETF to see what their time frame is for a decision.

Part IV: Board Only

1. AOB

No discussion.