IETF Administration LLC

Meeting of the Board of Directors
October 4, 2018
Agenda

9/24 Meeting Minutes Approval
GDPR Update
Investment Management Update
ED/Administrative Focus Areas - Q4'18
Trust Agreement Status Update
ISOC Administrative Services Agmt - Trust
Other announcements or questions
Meeting Minutes Approval – 9/24
## GDPR Update

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
<th>Owner</th>
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</thead>
<tbody>
<tr>
<td>Completed</td>
<td>The GDPR Response Team (Portia, Alexa, Greg, Glen, Henrik, and Liz) have completed the edited draft of the Incident Response Plan.</td>
<td>Portia &amp; Team</td>
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<td>In-progress</td>
<td>As part of the analysis of contract assignments from ISOC to the LLC, BLPC is helping to address one-off needs for GDPR amendments (working with TH on language to be included).</td>
<td>Biddle Law</td>
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<td>Planned - October</td>
<td>Send edited IRP to Thompson Hine for review and comments.</td>
<td>Portia</td>
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<td>Planned – late Q4’18-Q1’19</td>
<td>Additional privacy analysis and recommendations to be coordinated* as part of development of an overall compliance program plan for the LLC</td>
<td>Biddle Law (Overall Compliance Plan)</td>
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*Details on privacy-related recommendations and action items to be coordinated with TH and/or as directed by the board*
Investment Management

• Update from meeting with Goldman Sachs
  • John Hahn, VP Investment Management Division
  • Cristina Hug, VP
  • Nicole Pullen Ross, Mid-Atlantic Division Head
  • Already vetted during ISOC’s recent RFP process for new advisor
  • IETF LLC could benefit from discounted pricing based on ISOC’s overall portfolio while maintaining autonomy

• Next steps / Actions to be taken
  • Draft and Review Investment Policy
  • Recommend a call to meet advisors
  • Recommend accounts set up by end of October – prior to IETF 103
Executive Director/Administrative Focus Areas – Q4’18

• Objectives
  • Share Q4’18 focus areas for ED/Administrative work and:
    • Confirm assumptions
    • Discuss and adjust priority, timing/dependencies
    • Flag items for board review and decision making
      • Any decisions that can or should be deferred until the permanent board is seated?
    • ID Missing items/Areas of Concern
## ED Focus Areas – IETF LLC Transition Q4’18

<table>
<thead>
<tr>
<th>Focus Area</th>
<th>Board Reviews and/or Decisions Anticipated</th>
<th>High level timing</th>
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<tbody>
<tr>
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<tr>
<td>LLC Budget Reviews and Accounting Reporting</td>
<td>Plan/process for regular budget reviews Accounting reporting to ISOC – Initiate/pilot review processes?</td>
<td>October</td>
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<td>Processes w/ ISOC</td>
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<tr>
<td>Participation in Legal Contract Due Diligence</td>
<td>Review any issues arising from review of individual agreements if and as necessary (no escalations thus far)</td>
<td>October</td>
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<tr>
<td>Efforts</td>
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<tr>
<td>Investment Management</td>
<td>Investment Policy Review Decision on Investment Manager Review of Endowment Recommendations (in partnership w/ legal team) and Endowment Account Set Up</td>
<td>October</td>
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<tr>
<td>Charitable Contributions</td>
<td>Review and finalize general charitable contribution and sponsorship plan based on legal assessment &amp; recommendations</td>
<td>November</td>
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<td>Insurance</td>
<td>Preparation of policy applications and supplemental data, coordination with legal on policy option reviews</td>
<td>TBD – Board may decide to defer</td>
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<td>Add’l Operational Policies and Procedures</td>
<td>Administrative policies and procedures (new and transitioned from IAOC)</td>
<td>Nov/Dec for December Reviews</td>
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<tr>
<td>Drafted</td>
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<td>Support for Dec. F2F</td>
<td>Agenda TBD</td>
<td>Late Nov/Early December</td>
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Full task list for each focus area exists separately
Trust Agreement – Status Update

• Actions taken thus far:
  • Draft “Second Amended and Restated Trust Agreement” created based on draft-ietf-iasa2-trust-update-00
  • Bottlenecked at final BB review – to complete this week

• Next steps
  • Draft agreement to Trustees and other stakeholders next week
    - Discuss: review process
  • Discuss: approval process
ISOC Trust Administrative Service Agreement

• Current Model:
  • ISOC provides accounting and finance services, administrative support for trust meetings and additional administrative support as requested and agreed
  • Trust pays agreed-upon monthly charge (per Agreement)

• Input/Future Decision Needed:
  • Is the LLC taking over ISOC’s role?
  • What cost/funding model?

• Next Steps
Other Questions/To Dos
Executive Session
BoD Session
Back Up