Day 2: December 13, 2018

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Agenda – Day 2

- 9:00am    Meeting Kick Off
- 9:15am    LLC Finance Communications Processes, Policies & Procedures
- 10:00am   Charitable Contributions Legal Analysis & Business Plans
- 10:15am   2019 Schedule – RFP Processes
- 10:30am   Break
- 10:45am   IETF Meetings Retrospective for IETF 103
- 11:45am   Venue Pipeline Discussion
- 12:00pm   Lunch
- 1:00pm    Day 2 Wrap Up & Adjourn Full Meeting
- 1:15pm    Executive Session
LLC Finance: Communications, Policies & Procedures

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The board will conduct an e-vote for approval of these procedures after a review period.

- We are following GAAP (Generally Accepted Accounting Principles)
- Monthly Financials
  - 13th business day (Accountant to ED for review)
  - 16th business day (Revisions returned to accountant)
  - 18th business day (Statements sent to the board for review)
- Monthly Cash Flow Statements added for Board fiduciary use
- Bank Accounts
  - Wells Fargo Operating Accounts
    - Checking -- for paying all bills and invoices
    - Money Market -- account used to replenish checking
  - Goldman Sachs Investment
    - Custodial -- set up to house long and short-term reserves
- Link to accounting procedures document [here](#)
  - The board will conduct an e-vote for approval of these procedures after a review period.
Open Session Complete

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