

Meeting: LLC Board Face-to-Face

Date: May 7-8, 2019

LLC Board:

Maja Andjelkovic

Alissa Cooper

Jason Livingood

Sean Turner

Peter Van Roste

Staff:

Alexa Morris

Portia Wenzel-Danley

Scribe:

Liz Flynn

Day One: Tuesday, 7 May 2019

Conflicts of Interest Declared: None

0. Recording e-vote results

An e-vote was held March 29, 2019 to select Perrett Laver as the IETF Administration LLC ED search firm. Perrett Laver was confirmed by roll call vote, 5-0.

1. Discuss & align on our priorities

Session open to the public.

Observer: Greg Wood

The board discussed priorities for this two-day meeting, based in part on outcomes from a strategic assessment—Strengths, Weaknesses, Opportunities, and Threats (SWOT) as well as Political, Economic, Social, and Technological (PEST) The board is focusing on setting up for the long-term with insurance, investment, and compliance policies, and conducting a search for the permanent Executive Director (ED).

2. Executive Director search

Session not public.

The Board met with its search firm, worked to finalize the job description and job search timeline, determined the salary range and other general aspects of the benefits, and made decisions about how to advertise for and solicit candidates.

3. Policies discussion

Session open to the public.

Guests: Brad Biddle, Vigdis Bronder - Legal counsel from Biddle Law

Observers: None

The board discussed the compliance program and reviewed five policies in detail (Whistleblower, Records Retention, Travel & Expense Reimbursement, Conflict of Interest, and Code of Conduct). The board also discussed how and when to conduct training on various policies. After a few more drafts, the board will begin a community consultation process so that any interested community members will be able to read and comment on the draft policies. Further details will be announced soon and the board expects to begin this process in a few weeks' time.

4. Insurance discussion

Session open to the public.

Guests: Frank Andersen (insurance broker), Brad Biddle, Vigdis Bronder

Observers: None

The Board reviewed proposed insurance policies, including at what coverage levels, and decided on most of the necessary factors. A few optional policies are still under discussion by the Board and will be decided on soon.

5. IETF Endowment, fundraising, sponsorship, meetings discussion

Session not public.

The Board discussed logistics of transferring ownership of the endowment from ISOC to the IETF, as well as the need to develop a long-term strategic fundraising plan. They also discussed the details of several future IETF meetings in the pipeline as well as some other strategic meeting planning approaches.

Day Two: Wednesday, 8 May 2019
Conflicts of Interest Declared: None

1. Goldman Sachs - Investment policy discussion

Session open to the public.

Guests: Stephanie Canary, John Hahn, Cristina Hug (from Goldman Sachs)

Observers: None

The investment advisors from Goldman Sachs reviewed their process and discussed how and when to develop an investment policy, as well as an approach for how this policy can address both the operational funds and the IETF Endowment.

2. Future Board meetings

Session open to the public.

Observers: None

The Board decided to meet mostly virtually, but in the short term there may be more opportunities to meet face-to-face as the ED hiring process continues. The Board decided on a virtual meeting schedule of 90 minutes every other week, the dates and times of which will be announced soon.

3. Community Engagement & Liaisons

Session open to the public.

Observers: None

Maja volunteered to serve as NomCom liaison. The Board also discussed how, when, and in what form to productively engage with the IETF community on key matters, which will be tested soon with the community review process for key LLC policies.

4. Employee benefits discussion

Session open to the public.

Observers: None

The Board reviewed and discussed an assessment of employee benefits offered by similar organizations, and is continuing to assess costs and plans for offering benefits to a permanent ED and other potential staff.

5. Financials & 2019-2020 budget

Session open to the public.

Observers: None

The Board performed an in-depth review of the current budget and financial statements and identified some opportunities for clarification in next year's budget. The 2020 budget process will look very similar to the 2019 process, with an added community feedback phase, and will be beginning in late summer/early fall. The Board will communicate further details about the budget process by IETF 105.

6. RFP discussion / Board-only time
Session not public.

The Board reviewed the current schedule of RFPs and discussed how to prepare for the next few RFPs, as well as strategic planning for the future.