

Meeting: IAOC Meeting

Date: The meeting was called to order at 7:16AM CST by Leslie Daigle 03-28-2017. Quorum was established.

Attendees

Jari Arkko
Alissa Cooper (IETF Chair)
Lou Berger
Kathy Brown
Leslie Daigle (IAOC Chair)
Tobias Gondrom
Ted Hardie (IAB Chair)
John Levine
Ray Pelletier, IAD
Kaveh Ranjbar
Benson Schliesser

Guests

Scott Bradner (Chair, Legal Committee)
David Frolio (Legal Counsel)
Russ Housley (Chair, Tools Committee)
Ole Jacobsen (Chair, Meetings Committee)
David Wilson (Legal Counsel)

Scribe

Alexa Morris

Agenda

1. General IAOC Operations

a. IAOC Chair Election

The IAOC reappointed Leslie as IAOC Chair by acclamation for the next year.

b. Minutes 2017-02-23

John moved to approve the minutes. Tobias seconded. Without further discussion or objections, the minutes were approved.

c. Sponsorship Committee Charter

Sponsorship Committee Draft Charter 23 Feb 17 Version -05

IAOC Sponsorship Committee Background

Organizations support the IETF in several ways, such as in-kind contributions of time

and resources, as well as financial. Their financial support of more than \$1 million annually is critical to the operations of the IETF as it supports IETF meetings, as well as the RFC Editor function, the Secretariat and IASA.

Meeting-related and non-meeting related sponsorship opportunities must be of sufficient value to be of benefit to the IETF and to the Organizations. Current sponsorship opportunities can be found here: <https://iaoc.ietf.org/host-and-sponsorship.html>

Identifying, designing and fulfilling value-add sponsorship opportunities is an ongoing activity that benefits from community involvement. The goal of the IAOC Sponsorship Committee is to assist with those functions. Sponsorship Subcommittee Roles and Responsibilities:

The Sponsorship Committee helps the fundraising team and the IAOC in:

- a. Identifying and suggesting meeting-related and non-meeting related sponsorship opportunities to the IAOC
- b. Monitoring the overall progress, e.g., fulfillment of sponsorship acquisition goals, areas that are lacking, etc.
- c. Working with the staff fundraising team to recommend an annual achievable, target sponsorship budget
- d. Helping craft narratives and pitches about why supporting the IETF is a good thing for the potential sponsors
- e. Identifying potential sponsor types and organizations, and facilitate introductions where appropriate.

Out of Scope

1. Committee members are not responsible for acquiring sponsors. That is the responsibility of the staff fundraising team.
2. While the Committee will guide and monitor the sponsorship program progress, it will not be involved in the staff's day-to-day acquisition activities. Reporting
 - a. Report to the IAOC monthly unless circumstances dictate that the IAOC be informed sooner.
 - b. Working with the staff fundraising team to recommend an annual achievable, target sponsorship budget to the Finance Committee by 15 August annually. Mailing list: Sponsorships@ietf.org

Members:

- IETF Chair
- IAOC member(s)
- 3-5 Community members

Community members of the committee are expected to be well-known individuals in the industry, with good connections.

Staff:

- IAD
- ISOC Fundraising team
- AMS Fulfillment team
- Communications specialist

Tobias moved to approve the sponsorship committee charter. Lou seconded.

d. Call for Committee Volunteers

Resolution:

The IAOC approves a call for volunteers for the following committees for the purpose of reconstituting these committees at its 26 April meeting:

- a. Finance Committee
- b. Legal Committee
- c. Meetings Committee
- d. Technology Management Committee
- e. RFP Committee

Information:

18 July 2016 Call

The IAOC has a handful of committees to support its work[1]. The role of an IAOC Committee is to develop materials and make recommendations for IAOC decisions. Chair and membership in committees is constituted annually (typically at the IAOC meeting at the first IETF meeting of a calendar year, when IAOC membership terms come up).

At this time, the IAOC is interested in broadening non-IAOC member participation in its committees, if there are one or 2 interested and suitable community members for each committee. Note that all committees deal in business sensitive materials, and may require signing a non-disclosure agreement.

Please see the charters of the individual committees for further detail [1]. Committees for which we are considering additional people are:

- . Finance Committee
- . Legal Committee
- . Meetings Committee
- . Technology Management Committee
- . RFP Committee

We ask those interested to volunteer by sending a message stating their committee of interest and relevant experience for that committee to iaoc@ietf.org, by August 1,

2016. The IAOC will review candidates with the aim of appointing any new members by the end of August.

Leslie moved to approve the resolution. Tobias seconded. Without further discussion or objection, the resolution passed.

e. Retreat Agenda

Leslie proposed a call on April 13th to discuss agenda topics for the retreat scheduled for April 25-26, 2017.

f. Admin & Accounting Support

A full scope SOW will be created to reflect the similar position of Executive Administrative Manager role supporting the IAB. An asterisk will be noted that this is in lieu of what was in the budget, but that this is the role we need.

In addition, the finance and accounting piece needs to be finalized [will this work be transferred to AMS?] Both of these items are a high priority.

g. IANA 2017 SLA Approval

Resolution

The IAOC approves the 2017 ICANN-IETF MoU Supplemental Agreement version 5 and requests the Internet Society to execute this Agreement on behalf of the IETF.

Leslie moved to approve. Tobias seconded.

Vote Results

Jari Arkko [YES]

Lou Berger [YES]

Kathy Brown [ABSTAIN]

Leslie Daigle [YES]

Tobias Gondrom [YES]

John Levine [YES]

Kaveh Ranjbar [ABSTAIN]

Benson Schliesser [YES]

The motion passes.

2. Finance

a. Seoul Financial Statement

IETF Meetings 2016				
IETF 97 Seoul				
20-Mar-17				
Meeting Revenue	Actual	Budget	Variance	Notes
Registration	\$ 649,725	\$ 764,500	\$ (114,775)	1
Sponsorships	\$ 350,000	\$ 330,000	\$ 20,000	
In-Kind Sponsorships	\$ 33,333	\$ 58,333	\$ (25,000)	2
Event Sponsorships	\$ 71,000	\$ 50,000	\$ 21,000	
Bits-N-Bites	\$ 50,000	\$ 75,000	\$ (25,000)	3
Hackathon	\$ 40,000	\$ 40,000	\$ -	
Hotel Commissions	\$ 38,000	\$ 40,000	\$ (2,000)	
Miscellaneous	\$ 27,453	\$ 8,000	\$ 19,453	4
TOTAL INCOME	\$ 1,259,511	\$ 1,365,833	\$ (106,322)	
Meeting Expenses	Actual	Budget	Variance	Notes
Food & Beverage	\$ 152,504	\$ 212,887	\$ 60,383	5
Network & Connectivity	\$ 253,781	\$ 230,000	\$ (23,781)	6
Meeting Space	\$ 129,307	\$ 140,000	\$ 10,693	
Meeting Labor	\$ 159,000	\$ 159,000	\$ -	
Audio Visual & Power	\$ 30,069	\$ 27,490	\$ (2,579)	
Miscellaneous	\$ 84,297	\$ 86,372	\$ 2,075	7
TOTAL EXPENSES	\$ 808,958	\$ 855,749	\$ 46,791	
Funds Available for IETF Operations	\$ 450,553	\$ 510,084	\$ (59,531)	
Notes				
1 Paid attendance was 134 attendees fewer than Budget forecast.				
2 In-Kind sponsorships includes corporate in-kind, but not a contribution of circuits				
3 Bits-N-Bites sponsors fewer than forecast.				
4 Includes food and beverage contribution by hotel for Welcome Reception, value of staff meals, etc.				
5 Lower attendance and a 9% decrease in currency valuation contributed to the F&B variance.				
6 Circuits were purchased for the meeting and exceeded the in-kind contribution value by \$43,500				
7 Miscellaneous expenses include shipping, AMS travel, credit card fees, cancellation insurance, printing, supplies, etc.				

3. Legal

a. Privacy Policy

The policy was sent to the List under separate cover.

b. Subpoena Process

Resolution (as revised)

The IAOC approves posting of the updated subpoena process for the purpose of community information and feedback.

Leslie moved to table this discussion until another time.

c. Hotel Contracts

Lou asked to table the hotel contract discussion until the retreat.

d. Legal Counsel SOW

Our goal is to have a draft SOW for the IAOC to review and discuss during the retreat.

4. Meetings

a. IETF 102 San Francisco

The Meetings Committee has recommended we move the meeting from San Francisco to Canada. More time is needed to thoroughly discuss this topic.

b. Chicago Numbers

This information will be distributed to the list.

5. Technology Management

a. IETF Website Update

Russ stated that we shared the site with IAB, IESG and IAOC. We received good feedback and you will notice that Greg is changing the site as he receives the feedback.

6. AOB

a. Plenary Slides

A draft was circulated by Leslie on March 26th.