

Meeting: IAOC Meeting

Date: The meeting was called to order at 12:00PM EST by Tobias Gondrom
2016-02-25. Quorum was established.

Attendees Present:

Jari Arkko
Lou Berger
Scott Bradner
Leslie Daigle
Tobias Gondrom (Chair)
Ray Pelletier (IAD)
Benson Schliesser
Andrew Sullivan

Absent:

Kathy Brown

Guest: Ole Jacobsen

Scribe: Michele Gehrke

1. Operations

a. Minutes

2016-01-28

Minutes were not reviewed in time by the committee. Will postpone until next call on March 24, 2016. The IAOC didn't review the minutes in time because they weren't available in reasonable time to undertake the review.

b. IANA Transition update

Andrew, Leslie, and Jari provided an overview of the current status of the IANA transition from their perspectives

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c. E-vote IAOC Admin procedures adoption

Ray included the record of the e-vote to adopt the IAOC Admin Procedures dated 8 Feb 16 for the minutes, as required by the IAOC Administrative Procedures.

E-Vote to Approve IAOC Administrative Procedures dated 8 February 2016

Upon the request of the IAOC Chair an official e-vote is hereby called to approve the IAOC Administrative Procedures dated 8 February 2016. The vote will close Monday 15 February 2016 at 11:59 PM ET, or earlier if all votes have been cast.

Background

This is a vote to approve changes to the IAOC Administrative Procedures. RFC 7691 updated RFC 4071 to update the term dates of IETF Administrative Oversight Committee (IAOC) members. The changes to these procedures are to provide the implementing details necessitated by RFC 7691, as well as a re-formatting and a rewriting of the current procedures to facilitate reading and comprehension.

In accordance with the Procedures proposed changes were sent to the community on 20 January for review and comments. Based on community feedback the proposed changes were revised and resent to the community on 28 January 2016 for additional review and comment.

The IAOC Administrative Procedures dated 8 February 2016 reflect the community input that was received.

The IAOC Administrative Procedures dated 8 February 2016 are located here: <<https://iaoc.ietf.org/documents/IAOC-Administrative-Procedures-2016-02-08.htm>>

Resolution:

The IAOC approves the IAOC Administrative Procedures dated 8 February 2016. The vote will close Monday 15 February 2016 at 11:59 PM ET, or earlier if all votes have been cast.

You may vote Yes, No (opposed), or you may formally Abstain. Passing the vote requires both a quorum (5) and a majority of the voting members in office (5).

Jari Arkko [YES]
Lou Berger [YES]
Scott Bradner [YES]
Kathy Brown [YES]
Leslie Daigle [YES]
Tobias Gondrom [YES]
Benson Schliesser [YES]
Andrew Sullivan [YES]

The resolution passes.

d. IETF 95 15 Feb IAOC Consensus to Proceed given Zika Virus Issue

Ray included for the record the consensus on the list by the IAOC to proceed with the meeting in Buenos Aires as recommended by the Meetings Committee.

BA MTG IAOC Decision to Proceed 25 Feb 16

The Meetings Committee recommends that IETF 95 in Buenos Aires proceed subject to the recommendation being revised upon receipt of new information. [See recommendation below.]

Does the IAOC agree with the recommendation and reasoning of the Meetings committee and support proceeding with holding IETF 95 in Buenos Aires subject to the decision being revised upon receipt of new information?

The following IAOC members responded in the affirmative:
Scott, Jari, Lou, Kathy, Leslie, Andrew, and Benson. Tobias was unavailable.

On 15 February 2016 the IAOC supported the position to proceed with the meeting in Buenos Aires.

The following was the recommendation of the Meetings Committee:

A. Background

From the information available today from the World Health Organization (WHO), the Center for Disease Control (CDC) and others the center of the current outbreak of the Zika virus is in South America, more specifically in Brazil and the virus has spread northward from Brazil.

The WHO and the CDC have stated the disease is carried by mosquitos and those who have been infected by the mosquitos, and the CDC cautions pregnant women and those intending to become pregnant from traveling to those areas “where Zika virus transmission is ongoing”, and for others to protect themselves from mosquito bites.

As of today there are no reports of infections from mosquito bites in Argentina. There are reports of cases in Argentina where people have been infected elsewhere and returned to Argentina.

As of today there have been no travel advisories against traveling to Argentina from the WHO, CDC, the US State Department or other entity to our knowledge. Nor have airlines canceled flights to Buenos Aires, or hotels closed there.

B. Recommendation

The IETF meeting in Buenos Aires is in 50 days. A great deal of work and commitments have been undertaken in preparation for this meeting - contracts, sponsors, contractors, and, importantly, by attendees. All of the pieces are in place for this meeting to be an effective meeting, including having a remote participation platform in place for all meeting sessions.

At this time the World Health Organization, the Center for Disease Control, and the US States Department have not issued travel advisories for Argentina.

We expect that attendees will take appropriate precautions as they do when they travel anywhere in the world.

The Meetings Committee reviewed several alternative approaches including cancelling the meeting, relocating the meeting and returning to Buenos Aires at a later date, or conducting a virtual meeting.

It is the recommendation of the IAOC Meetings Committee that the IETF 95 meeting scheduled for Buenos Aires on 3 April 2016 proceed.

The Meetings Committee will continue to monitor the situation and may reconsider its recommendation were the information to change.

e. IAOC & IETF Trust Chair Elections

Ray reminded everyone that when the IAOC meets in Buenos Aires, the elections will take place for the Chair of the IAOC and IAOC Trust including Committee Chairs. Two weeks prior to this meeting, we will have a call for nominations.

f. Retreat

Ray reported that the IAOC retreat will be held in Reston, Virginia, May 4-5th at the Worldgate Marriott.

2. Finance

a. 2015 Financial Results

Ray reported on the financial results for 2015.

I. Overview

| | Actual | Budget | Variance |
|----------------|----------|-----------|----------|
| A. Revenues | \$4,376K | \$4,4069K | +7.6% |
| B. Expenses | \$5,890K | \$6,012K | -2% |
| C. ISOC | \$1,514K | \$1,944K | -22% |
| D. Capital Inv | \$167K | \$215K | -22% |

II. Details

| | Actual | Budget | Variance |
|--------------------|---------|-----------|----------|
| A. Revenues | \$4,376 | \$4,4069K | +7.6% |

| | Actual | Budget | Variance |
|-----------------------------------|----------|----------|----------|
| 1. Registration | \$2,541K | \$2,343K | +8.5% |
| 2. Sponsorship | \$1,581K | \$1,616K | -2.2% |
| 3. Other | \$254K | \$110K | +131% |
| Hotel Commissions + Miscellaneous | | | |

| | Actual | Budget | Variance |
|--------------------|----------|----------|----------|
| B. Expenses | \$5,890K | \$6,012K | -2% |

| | Actual | Budget | Variance |
|------------|----------|----------|----------|
| 1. Meeting | \$2,644K | \$2,673K | -1% |
| 2. Ops | \$3,246K | \$3,339K | -2.8% |

| | Actual | Budget | Variance |
|----------------|----------|----------|----------|
| C. ISOC | \$1,514K | \$1,944K | -22% |

| | Actual | Budget | Variance |
|-----------------------|--------|--------|----------|
| D. Capital Inv | \$167K | \$215K | -22% |

| Internet Society IETF Statement of Activity For the Month Ending December 31, 2015 | | | | | | |
|--|---------------------|-----------------------|-----------------------|-------------------|-----------------------|-------|
| Income | December | YTD Actual | YTD Budget | YTD Variance | Annual Budget | Notes |
| IETF Registrations | \$ - | \$ 2,541,361 | \$ 2,342,500 | \$ 198,861 | \$ 2,342,500 | 1 |
| Meeting Sponsorships | - | 866,155 | 906,000 | (39,845) | 906,000 | 2 |
| InKind Sponsorships | 7,076 | 470,161 | 410,000 | 60,161 | 410,000 | 3 |
| Hotel Commissions | - | 146,371 | 110,000 | 36,371 | 110,000 | 4 |
| Bits-N-Bites | - | 178,376 | 150,000 | 28,376 | 150,000 | 5 |
| Event Revenue | - | 66,084 | 150,000 | (83,916) | 150,000 | 6 |
| Miscellaneous Revenue | 1,194 | 107,897 | - | 107,897 | - | 7 |
| Total Income | \$ 8,270 | \$ 4,376,405 | \$ 4,068,500 | \$ 307,905 | \$ 4,068,500 | |
| Expenses | December | YTD Actual | YTD Budget | YTD Variance | Annual Budget | |
| Meeting Expenses | | | | | | |
| Variable Managed Meeting Costs | 56,252 | 904,081 | 960,000 | 55,919 | 960,000 | 8 |
| IETF Secretariat (AMS) | 20,632 | 464,000 | 464,000 | - | 464,000 | 9 |
| Meeting Space | - | 360,914 | 377,000 | 16,086 | 377,000 | 10 |
| NOC Expenses | 10,865 | 615,270 | 619,000 | 3,730 | 619,000 | 11 |
| Other Meeting Expenses | 12,091 | 299,728 | 253,000 | (46,728) | 253,000 | 12 |
| Total Meeting Expenses | \$ 99,840 | \$ 2,643,993 | \$ 2,673,000 | \$ 29,007 | \$ 2,673,000 | |
| Operating Expenses | | | | | | |
| RFC Editor | \$ 87,060 | \$ 984,434 | \$ 989,000 | 4,566 | \$ 989,000 | 13 |
| IETF Secretariat (AMS) | 134,696 | 1,400,800 | 1,400,800 | - | 1,400,800 | 14 |
| IASA Support (incl. IAD expenses & salary) | 44,886 | 354,300 | 381,975 | 27,675 | 381,531 | 15 |
| IETF Support | 538 | 32,119 | 31,500 | (619) | 31,500 | 16 |
| IAB Support | - | 23,386 | 34,000 | 10,614 | 34,000 | 17 |
| IRTF Support | - | 12,009 | 10,000 | (2,009) | 10,000 | 18 |
| Administrative InKind | 2,913 | 35,000 | 35,000 | - | 35,000 | 19 |
| Independent Submissions Editor | - | 12,709 | 20,000 | 7,291 | 20,000 | 20 |
| Special Projects | - | - | 25,000 | 25,000 | 25,000 | 21 |
| NomCom Support | - | 3,229 | 8,000 | 4,771 | 8,000 | 22 |
| IETF Trust Expenses | 3,297 | 34,119 | 33,725 | (394) | 33,725 | 23 |
| Transition Expenses | - | - | 25,000 | 25,000 | 25,000 | 24 |
| IT Maintenance | 12,368 | 133,805 | 125,000 | (8,805) | 125,000 | 25 |
| G&A/Governance (Indirect) | 18,337 | 220,000 | 220,000 | - | 220,000 | 26 |
| Total Operating Expenses | 304,095 | 3,245,910 | 3,339,000 | 93,090 | 3,338,556 | |
| Total Expenses | 403,935 | 5,889,903 | 6,012,000 | 122,097 | 6,011,556 | |
| Internet Society | December | YTD Actual | YTD Budget | YTD Variance | Annual Budget | |
| ISOC Direct Contribution | \$ (395,665) | \$ (1,513,498) | \$ (1,943,500) | \$ 430,002 | \$ (1,943,056) | 27 |
| Capital Development | 30,000 | 167,200 | 215,000 | 47,800 | 215,000 | 28 |
| ISOC Contribution plus Capital Development | \$ (425,665) | \$ (1,680,698) | \$ (2,158,500) | \$ 477,802 | \$ (2,158,056) | 29 |

Ray said that we received \$300K more than expected revenues and spent \$100K less than projected expenditures.. ISOC, instead of paying \$1.9M, paid \$1.5M. Capital investments at \$167K were under by about 20% mainly due to failure for the RFC Tools work to gain the traction that was needed.

Registrations had a significant increase. We had over 250 additional attendees than forecasted and there was the \$50 increase in registration fees imposed last year.

Sponsorships did fall short, but it would have fallen further if we did not hold Bits-N-Bites in Prague. Operations expenses were 3% under, and meetings expenses were also under budget.

Lou informed the group that the final numbers will be out with a cover page. Greg Kapfer has completed an initial cut and Ray has completed a partial review of that document. Lou said that while the picture looks nice in 2015, we all remain concerned about 2016.

Lou and Benson reported that informally we have heard that a lot of regulars are not planning to attend some meetings in the future due to increased travel times and their expense.

3. Meetings

a. Venue Selection Criteria & Process BOF Request

Ray reported that Fred Baker is working on a draft about venue selection criteria, with Lou, Dave Crocker, Laura, and Ray.. Ray said that Fred is requesting a BOF at BA to get community feedback.

Lou informed the group that Fred will have this to the IAOC around 7 March. It's coming together nicely and feels it will be a useful document. It will be published as an individual document with Fred's name on it. Fred will get it to the IAOC before it is submitted to the community. If anyone should have comments/edits, then he will make changes should he have time before it goes to the community – cut off of 21st of March.

b. 2016 Sponsorship Update

Ray expressed that Buenos Aires is of immediate concern regarding sponsorships. We are way behind. He said Bits-N-Bites should be fine from what we can see now., but we're going to be suffering a shortfall in BA. We are engaging local people, such as Christian O'Flaherty and the LACNIC folks. All ideas are welcome.

| 1. Buenos Aires | Budget | To Date | |
|------------------------|---------------|----------------|----------------|
| | \$538K | \$170K | |
| BnB | \$60K | \$20K | 4 pending |
| Host | \$330K | \$100K | 0 pending |
| | | | |
| 2. Berlin | \$548K | \$438K | |
| BnB | \$75K | \$0 | 4 pending |
| | | | |
| 3. Seoul | \$553K | \$73K | |
| BnB | \$75K | \$20K | 2 pending |
| Host | \$330K | \$0 | \$250K pending |

Ray said Berlin is currently on track as Juniper is hosting, sponsoring the Welcome Reception and BnB is also coming along.

Ray said that Seoul is an issue as we don't have a host yet, but people working on this and Ray is not concerned at this point.

c. IETF 95 Update

Ray gave an update on the Buenos Aires numbers:

1. Registered: 502
Paid: 175
2. Trending Honolulu: 1,068
Budget: 1,070
3. 1st Timers: 84 with 15 paid

| Countries | Registered | Paid |
|-----------------|------------|------|
| United States | 183 | 100 |
| China | 92 | 4 |
| Argentina | 24 | 1 |
| Great Britain | 19 | 7 |
| India | 15 | 2 |
| France | 14 | 7 |
| The Netherlands | 12 | 10 |

Ray said that 1st timers number is usually a larger number and that he wasn't sure we're going to reach a couple hundred.

Ray said that the 'Pays' typically lag registered, especially for folks who have visa issues like China. We usually get a good turnout from Germany and Finland, but that it could be due to longer flights for attendees that the registered numbers are low. Ray noted that the back-to-back meetings in Yokohama and Buenos Aires were expensive for travel.

It was agreed that the IAD was to send a message regarding visa applicants with issues to work with their local embassy.

4. Tools – No actions.

5. Legal

a. Website Privacy Policy

Ray reported that the Privacy Policy was ready to be sent to the community review.

He said that:

1. The Legal Committee recommends that the proposed IETF Privacy Policy dated 24 February 2016 be sent to the community for review.
2. The policy has undergone considerable review by the committee, outside counsel and Jorge; and has been under review by the IAOC from which edits have been incorporated.

Resolution

The IAOC approves sending the IETF Privacy Policy dated 24 February 2016 to the community for the purpose of obtaining community comment thereon. The community comment period will run from 26 February to 14 March 2016.

Scott made the motion to approve which was seconded by Tobias. Without objection the resolution is adopted.

6. AOB

There was a discussion about the workload of the IAD, priorities, and the increase of work.

Leslie shared an observation that she has no interest in the IAOC micro-managing Ray. There should be a methodology regarding priorities to help Ray get his own work done and not interfere with his vacation time.

Andrew agreed with Leslie, but felt that we may not have a good picture of what the priority list is.

Tobias expressed that the timeliness of the minutes is important but in itself not a high priority – that our current default aims for the minutes to be sent out within a week. But we have to realize that other urgent and more important matters may arise..

Lou does not want to micro manage anyone's time. Ray should communicate with the team if he feels overloaded.

Jari agreed that the workload has increased and that the topic of resources should be brought up at the retreat as an agenda item.

Leslie concluded by making the suggestion that maybe we should assign someone else to review minutes instead of Ray, possibly on a revolving basis. We're all a part of this team.

Meeting adjourned by Tobias at 12:51pm EST.