Meeting: IAOC Meeting

**Date: The meeting was called to order at 12:06PM EST by Leslie Daigle 2016-09-15.
             Quorum was established.**

Attendees Present:
Jari Arkko
Lou Berger
Kathy Brown
Leslie Daigle (Chair)
Tobias Gondrom
John Levine
Ray Pelletier, IAD
Benson Schliesser
Andrew Sullivan

Guests:
Scott Bradner (Consultant)
Greg Kapfer (ISOC)
Dana Matthews (ISOC)

Scribe:
Michele Gehrke

Agenda

0.   Administrivia
Agenda Bash

1. Tools
a. Author Statistics Award
1. The IAOC issued a Request for Bids on 17 July 2016 for the development of Datatracker
Extensions for Author Statistics
2. Two bids were received by the 8 August proposal deadline, IOLA, and the Spherical Cow
Group.
3. The Technology Management Committee has reviewed both proposals. Question were sent
to Spherical Cow Group, and then a conference call was held to better understand the
proposed approach. Instead
of providing an updated bid, on 9 September 2016 the Spherical Cow Group withdrew their
original bid. Technology Management Committee had no questions for IOLA about their
proposal.
4. The TMC recommends that IOLA be awarded the contract for the Development of Author
Statistics Extensions for the Datatracker.

Resolution
The IAOC awards the Development of Author Statistics Extensions for the Datatracker project to IOLA for a not-to-exceed cost of <confidential> </confidential>, and requests the Internet Society to execute agreements to effect this award.

Leslie made the motion to approve. Tobias seconded the motion.

Lou asked that the Resolution be modified: "…not-to-exceed costs of <confidential> **[and included in the 2016 budget plan]**, which is the bid…" This verbiage was accepted as an amendment.

Roll Call:
Jari Arkko [YES]
Lou Berger [YES]
Kathy Brown [YES]
Leslie Daigle [YES]
Tobias Gondrom [YES]
John Levine [YES]
Benson Schliesser [YES]
Andrew Sullivan [YES]

The motion carries.

b. TMC Community Member Appointment
A recommendation has been made to add the community volunteer to the Tools Management Committee.

The IAOC appoints the community volunteer to the Tools Management Committee, effective immediately.

Leslie made the motion to appoint the community volunteer to the TMC. Andrew seconded.

Roll Call:
Jari Arkko [YES]
Lou Berger [YES]
Kathy Brown [YES]
Leslie Daigle [YES]
Tobias Gondrom [YES]
John Levine [YES]
Benson Schliesser [YES]
Andrew Sullivan [YES]

The motion carries.

2. Finance
a. 2017 Draft Budget
Please note that this is not the final budget, rather highlights for discussion purposes.

1. Revenues

	2017	2016	2016F
Total	$4.8M	$4.3M	$3.9M

Of Note:
a. Event Sponsorship - Under Review

2017	2016	2016F
$400K	$150K	$150K

b. Miscellaneous - Singapore
Singapore Incentive: $55K

14-Sep-16		2016 Budget	2016 Forecast	2017 Baseline Budget	2017 Budget	Notes
Revenues						
1	Registration Fees	$ 2,364,000	$ 2,271,350	$ 2,499,000	$ 2,499,000	
2	Meeting Sponsorships	990,000	$ 760,000	1,035,000	1,035,000	+ $45K Chicago Host
3	In-Kind Sponsorships	255,000	134,004	281,000	281,000	
4	Event Sponsorships	150,000	150,000	400,000	400,000	Under Review
5	Bits-N-Bites	210,000	198,500	180,000	180,000	
6	Hackathon	120,000	102,040	120,000	120,000	
7	Hotel Commissions	140,000	142,558	180,000	180,000	
8	Miscellaneous	107,000	120,046	119,075	119,075	+ $55K Singapore CVB Incentives
9	**Total Revenue**	$ 4,336,000	$ 3,878,498	$ 4,814,075	$ 4,814,075	

2. Expenses
a. Meeting

2017 Baseline	2017 Budget	Variance
$3,025K	$3,050K	$25K

Variance: $25K
1. Singapore Buffer: $25K

14-Sep-16		2016 Budget	2016 Forecast	2017 Baseline Budget	2017 Budget	
Expenses						
	Meeting Expenses					
1	Variable Managed Mtg Costs	$ 988,494	$ 986,483	$ 1,275,488	$ 1,275,488	
2	IETF Secretariat (AMS)	475,812	475,816	486,521	486,521	
3	Meeting Space	439,000	395,175	284,000	284,000	
4	NOC Expenses	731,306	773,033	682,000	682,000	
5	In-Kind (Circuits)	70,000		55,000	55,000	
6	Contract Costs	506,306		485,000	485,000	
7	Venue Network Costs	11,000		-	-	
8	RPS Services	144,000		142,000	142,000	
9	VAT	95,000	95,000	12,000	12,000	
10	VAT Expenses (Recoverable)	76,000		-	-	
11	VAT Recovery Expense	19,000		12,000	12,000	
12	Other Meeting Expenses	301,000	135,754	284,470	309,470	
13	In-Kind	138,000		100,000	100,000	
14	Miscellaneous	163,000		184,470	209,470	+$25K Singapore Buffer
15	**Total Meeting Expenses**	$ 3,030,612	$ 2,861,261	$ 3,024,479	$ 3,049,479	+$25K

b. Ops

	2017 Baseline	2017 Budget	Variance
	$3,725K	$4,064K	$339K

Variance: $339K

	Operating Expenses	Budget	Forecast	Baseline Budget	Budget	
16	RFC Services	$ 1,108,000	$ 1,099,427	$ 1,137,601	$ 1,227,601	
17	RFC Production Center	958,000		982,601	1,072,601	+ $90K for 1 additional editor
18	Publisher	-		-	-	
19	RFC Series Editor	150,000		155,000	155,000	
20	IETF Secretariat (AMS)	1,427,447	1,427,447	1,459,564	1,459,564	
21	Administration	512,023	502,495	511,000	561,000	
22	IASA Support	379,023	369,678	368,000	418,000	+ $50K Event Coordinator
23	IETF Support	32,500	33,728	42,500	42,500	
24	IAB Support	32,500	32,921	32,500	32,500	
25	IRTF Support	10,000	9,333	10,000	10,000	
26	Administrative In-Kind	35,000	35,000	35,000	35,000	
27	Independent Submissions Editor	15,000	13,835	15,000	15,000	
28	NomCom Support	8,000	8,000	8,000	8,000	
29	Special Projects	25,000	25,000	50,000	50,000	
30	IETF Trust Expenses	-	61,521	-	-	
31	Transition Expenses	-	-	25,000	25,000	
32	IT Maintenance	125,000	116,157	212,000	212,000	
33	In-Kind (IK)	50,000		72,000	72,000	
34	Contracts	75,000		140,000	140,000	
35	G&A/Governance (Indirect)	275,000	275,000	352,000	529,000	
36	Accounting & Administrative Support	128,000	128,000	134,000	134,000	
37	Sponsorship Support	77,000	77,000	78,000	168,000	Increased manpower allocation
38	Rent & Office Support	4,000	4,000	-	-	
39	Communications Project	66,000	66,000	140,000	227,000	Increase of $45K in deliverables and $42k in manpower
36	Total Operating Expenses	$ 3,472,470	$ 3,507,047	$ 3,747,165	$ 4,064,165	$317,000
37	Total Expenses	$ 6,503,082	$ 6,368,308	$ 6,771,644	$ 7,113,645	$342,000

1. $90K 1 Additional RFC Editor [additional justification to be sent under separate cover]
2. $50K Part-time Event Coordinator [to provide more bandwidth for Ray]
3. $199K G&A
   a. Sponsorships: Increased manpower
   b. Communications: Increased manpower and deliverables

3. Total Expenses:

	2017 Baseline	2017 Budget	Variance
	$6,750K	$7,114K	$364K

14-Sep-16		2016	2016	2017	2017	
Capital Expenditures		Budget	Forecast	Baseline Budget	Budget	Notes
ISOC Direct Contribution w/o Cap Invest		$ (2,167,082)	$ (2,489,810)	$ (1,935,569)	$ (2,299,570)	$364,000
Capital Investment		200,000	75,000	150,000	150,000	
ISOC Direct Contribution w/ Cap Invest		$ (2,367,082)	$ (2,564,810)	$ (2,085,569)	$ (2,449,570)	$364,000

4. Capital Investment: $150K
We will have less IETF Tools development work for 2017, but still have things for the RFC Editor.

5. ISOC Contribution:

	2017 Baseline	2017 Budget	Variance
	$1,936K	$2,300K	$364K

6. AOB

Legal

Scott discussed the topic of NDAs for community appointees to the Finance and Legal Committees. Jorge advised that we should either have the IAOC members sign NDAs or not do it at all – including community appointees. This discussion will be taken to the list. Some felt it important that those who deal directly with Trust matters should be required to sign an NDA.

Announcement – ACTION ITEM

Draft a letter to the individuals who applied, but were not chosen to be appointed to a committee. In addition, draft an announcement in regards to those who were chosen to participate in the various committees.

The meeting was adjourned at 12:51PM.