Meeting: IAOC Meeting

Date: The meeting was called to order at 12:03PM EST by Leslie Daigle 2017-01-26. Quorum was established.

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

Absent
John Levine

Guests
Scott Bradner (Consultant)
Russ Housley (Chair, Tools Committee)
Ole Jacobsen (Chair, Meetings Committee)
Kaveh Ranjbar

Scribe
Michele Gehrke

Agenda

1. **Operations**
a. Minutes
2016-11-15

Benson made the motion to approve the minutes. Tobias seconded. Without further discussion or objections, the minutes were approved.

b. IETF 98 New Members & Election
Reminder: We do not know who all the members are. The IAOC and IETF Chair elections will be held at IETF98 Chicago. New members to take office at the beginning of the IAOC meeting at IETF98.
c. IAOC Dinner will be held 29 March, immediately following the Plenary. Location TBD.
d. Retreat Dates: 25-26 April Proposed; location/dates to be determined.
e. Record RFC Format Award E-Vote
E-Vote RFC Format Tools Awards RESULTS 22 Dec 16

Resolution

WHEREAS the RFC Format Tools are critical to the implementation of the new RFC Formats that have been under development by the RFC Series Editor, design teams and the community for four years,

WHEREAS the IAOC received two proposals to undertake the development of these custom tools, each a bid from a member of the community,

WHEREAS each developer will be subject to the same oversight, contract and project management by the TMC, IAD and Tools Project Manager as previous tools development contractors,

WHEREAS the IAOC has confidence in Elf Tools and SeanTek to develop these critical tools in accordance with the requirements,

THEREFORE, BE IT RESOLVED:
The IAOC awards RFC Format Tools development Task Order contracts to Elf Tools for IDNITS, Publication Formatter and Text Submission and to SeanTek for RFClint, svgcheck, and XML Diff for the following not-to-exceed costs.

The IAOC notes that this effort will over into 2018, and will require the remainder of the 2016, all of 2017, and a portion of 2018's Capital Investment Budgets.

The IAOC requests the Internet Society to enter into such agreements as needed to affect this award, including any startup funding, within the 2016, 2017 and 2018 Capital Investment Budgets.

The vote having closed on Thursday 22 December at 5:00 PM UTC, the results are:
Jari Arkko [YES]
Lou Berger [YES]
Kathy Brown [NO VOTE]
Leslie Daigle [YES]
Tobias Gondrom [NO]
John Levine [YES]
Benson Schliesser [ABSTAIN]
Andrew Sullivan [YES]

The Resolution passes 5 - 1 with one abstention and one not voting.

f. Record IETF Network Services RFP E-Vote

The IETF uses a third-party vendor to provide network services for its IETF meetings. The contract for these services is expiring and it's time for an RFP to identify, qualify and

enter into an Indefinite Delivery, Indefinite Quantity (IDIQ) Master Services Agreement with one or more vendors to provide these services. The Technology Management Committee has reviewed the Network Services RFP dated 3 January 2017 and recommends that the IAOC issue it.

Vendor responses to the RFP will be reviewed by the TMC, which will make recommendations to the IAOC to enter into an IDIQ Master Services Agreement with one or more qualified service providers.

Resolution
The IAOC approves the issuance of the IETF Network Services RFP dated 3 January 2017 for the purpose of identifying qualified vendors to provide network services at IETF.
The vote will close Friday 13 January at 5:00 PM ET, or earlier if all votes have been cast.

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

The resolution passes.

2. Finance
a. Financial Update
    1. Revenues: 504K below budget
    2. Expenses:
    a. Meeting: $302K below budget
    b. Operations $32K below budget

    ISOC $170K above budget
    Details are posted at https://iaoc.ietf.org/financial-statements.html#fin2016

3. Legal
a. Privacy Statement
The statement is not ready yet for discussion. A question has arisen regarding Letter of Invitation (LOI) records retention – AMS has been keeping them forever. We have asked AMS how difficult it would be to get rid of the old data so we have a clean environment in time for Chicago.   There was also discussion of aligning the LOI retention with the overall IETF records retention plan (determining which category they fit into, or creating a new category with a retention policy). Also the question was raised if AMS is applying

the policy to their backups.

3. 2017 Sponsorship Update
a. Status

Chicago Sponsorship & Revenue Tracker

IETF 98 Begins	3/26/17	Revenues	Budget		Actual		Variance	
Today's Date	1/25/17	Registration	$ 799,125				$ (799,125)	
Days till IETF 98	60	Meeting	$ 330,000	$	333,333	$	3,333	
		In-Kind	$ 58,000	$	25,000	$	(33,000)	
Sponsorship Budget	$ 758,000	Event	$ 280,000	$	20,000	$	(260,000)	
Sponsorship Actual	$ 398,333	Bits-N-Bites	$ 50,000	$	20,000	$	(30,000)	
Variance	$ (359,667)	Hackathon	$ 40,000	$		$	(40,000)	
		Hotel Commissions	$ 65,000			$	(65,000)	
		Miscellaneous	$ 18,025	$		$	(18,025)	
		Totals	$ 1,640,150	$	398,333			

Prague Sponsorship & Revenue Tracker

IETF 99 Begins	7/16/17	Revenues	Budget		Actual		Variance	
Today's Date	1/25/17	Registration	$ 867,375				$ (867,375)	
Days till IETF 99	172	Meeting	$ 330,000	$	330,000	$	-	
		In-Kind	$ 58,000	$	5,000	$	(53,000)	
Sponsorship Budget	$ 528,000	Event	$ 50,000	$	50,000	$	-	
Sponsorship Actual	$ 395,000	Bits-N-Bites	$ 50,000	$	10,000	$	(40,000)	
Variance	$ (133,000)	Hackathon	$ 40,000	$		$	(40,000)	
		Hotel Commissions	$ 50,000			$	(50,000)	
		Miscellaneous	$ 33,025	$		$	(33,025)	
		Totals	$ 1,478,400	$	395,000			

Singapore Sponsorship & Revenue Tracker

IETF 100 Begins	11/12/17	Revenues	Budget		Actual		Variance	
Today's Date	1/25/17	Registration	$ 832,500				$ (832,50	
Days till IETF 100	291	Meeting	$ 330,000	$	330,000	$		
		In-Kind	$ 58,000	$	-	$	(58,00	
Sponsorship Budget	$ 688,000	Event	$ 210,000	$	-	$	(210,00	
Sponsorship Actual	$ 330,000	Bits-N-Bites	$ 50,000	$	-	$	(50,00	
Variance	$ (358,000)	Hackathon	$ 40,000	$	-	$	(40,00	
		Hotel Commissions	$ 65,000			$	(65,00	
		Miscellaneous	$ 68,025	$	-	$	(68,02	
		Totals	$ 1,653,525	$	330,000			

b. Next Steps

Should the IAOC form a Sponsorship subcommittee with IAOC and Community members? There was a lack of clarity about what we want to come out of this and what would we not intend with this. ACTION: draft a charter for a proposed subcommittee to determine if we can get clarity and agreement. Controlling Chicago expenses, including potentially cancelling bits-n-bytes was also raised.

5. Meetings
a. 3-Year Plan Update

IETF 103 – work underway to identify and qualify an Asian venue. Prague 104, Montreal 105, 106 in Asia (Tokyo, Seoul, Macau). Would like to see Canadian sites on the list of potential locations for the North American slots upcoming.

b. Chicago Update

IETF 98 Registration Update
25 Jan 17

IETF 98

Chicago, IL, USA
March 26-31, 2017

380 registrations

91 paid registrations (22.58 % paid)

As of: January 25, 2017

Revenue	Fee	Budgeted Attendees	Paid Attendees	Budgeted Revenue	Actual Revenue	Variance $	Variance %
Early-Bird Fee	$ 700	950	86	665,000	60,200	-604,800	-90.95 %
Full Rate Late Fee	$ 875	125	0	109,375	0	-109,375	-100.00 %
Student Fee	$ 150	40	4	6,000	600	-5,400	-90.00 %
One Day Pass Fee	$ 375	50	1	18,750	375	-18,375	-98.00 %
Cancellation Fees Retained					0		
Totals		1165	91	799,125	61,175	-737,950	-92.34 %

Registrations trending IETF 94 Yokohama: 1,266

Budget: 1,165

c. Registration Schedule Prague & Singapore
Registration for Prague will open in Chicago; Registration for Singapore will open in Prague.

6. Tools
a. IETF Website Revamp Update – Russ
Two things to highlight
  1. Torchbox is using ElasticSearch, and it is consuming huge amount of CPU on the test server. Glen Barney from AMS and Torchbox are looking at the configuration

out why. This schedule assumes that it can be sorted by the end of next week. If that is not the case, things will slip.
2. The community review is shorter than the TMC would like.

Tools Development Projects (2016) Summary

Budget
2016 Budget: $200K
Expended: $170K

Projects
Started in 2016, finished in 2016:
     Repair the "broken" messages in the email archive
     Improvements to mail archive tool
     Interim Meeting Management
     Tracking Manual I-D Post Requests
     Review Tracking
     RFC Editor Statistics and Metrics
     IETF Remote Participation Customization

Started in 2016, will finish in early 2017:
     Author Statistics
     IETF Website Revamp
     CSS Development for RFC Editor

Start-up fees in 2016, will finish in 2017 or 2018:
     RFC Format-related Tools:
          Idnits
          Publication Formatter – Convert v2 to v3
          Publication Formatter – Preptool
          Publication Formatter – Plaintext converter
          Publication Formatter – HTML converter
          Publication Formatter – Convert HTML to PDF
          RFClint
          Svgcheck
          Text Submission
          XML Diff

7. AOB

The meeting of the IAOC was adjourned by Leslie at 12:52PM EST.