

Meeting: IAOC Meeting

Date: The meeting was called to order at 12:04PM EST by Leslie Daigle 2017-02-23.
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)
Russ Housley (Chair, Tools Committee)
Ole Jacobsen (Chair, Meetings Committee)
Kaveh Ranjbar
Alissa Cooper

Scribe

Michele Gehrke

Agenda

1. Welcome new members!

Kaveh Ranjbar
Alissa Cooper

2. Operations

a. Minutes
2017-01-26

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

b. Retreat Plans

1. 25 - 26 April (Tuesday - Wednesday)
2. Montreal
RFPs have been sent to hotels

We will begin the process of coming up with topics to be discussed. In addition, start and end times will be determined and shared for travel arrangement purposes. Typically, the meeting starts at 9:00am on the first day and ends at 3:00pm on the 2nd day.

3. Improvements/Decisions

a. Sponsorship Committee Draft Charter

IAOC Sponsorship Committee

Background

Corporations 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 companies. 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 and requires community participation and a process. Thus, this recommendation for the creation of an IAOC Sponsorship Committee Sponsorship Subcommittee Roles and Responsibilities:

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

- a. Recommending meeting-related and non-meeting related sponsorship opportunities to the IAOC
- b. Monitoring sponsorship activity
- c. Recommending an annual target sponsorship budget
- d. Identifying potential sponsors
- e. Making introductions and using their connections
- f. Helping write “stories” about why supporting the IETF is a good thing for the potential sponsors

Out of Scope

1. Committee members are not responsible for acquiring sponsors. That is the responsibility of the Fundraising Team.
2. While the Committee will monitor the Sponsorship Program it will not be involved in the day-to-day activities.

Reporting

- a. Report to the IAOC monthly unless circumstances dictate that the IAOC be informed sooner.
- b. Recommend a Sponsorship Target Budget to the Finance Committee by 15 August annually.

Mailing list: Sponsorships@ietf-biz.org

Members:

IETF Chair

IAOC member

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 (Howie, Amelia, Ayesha)

AMS Fulfillment team (Alexa, Stephanie, ...)

IETF Communications Director

Result/Conclusion: It is the opinion of the group that we would benefit from creating a Sponsorship Committee. Propose participants during our next IAOC meeting in March.

Moving forward plan:

b. Bits-N-Bites Cancellation Protocol

Background:

1. There are 31 days until the meeting in Chicago
2. In addition to the Host (Comped), there are 2 others (Comcast & SigFox) who are committing to BnB in Chicago (\$20K) and Comcast is ready to go - to the point that: "I assume there would be no issue if we wanted to organize our own demonstrations and invite folks to attend? I will see if we can secure a suite or something similar that we can use in the venue hotel or perhaps something nearby." (No issues?) There has been an offer by NBC Universal to contribute \$10K to the cause.
3. For the customary BnB F&B it will cost \$56K in Chicago
4. It's been suggested to cut back F&B.

Questions:

1. Under what circumstances should a scheduled Bits-N-Bites be cancelled?
 - a. When the event will not at least break even
2. When should a scheduled Bits-N-Bites be cancelled?
 - a. 5 weeks before the event to minimize sponsor efforts and costs
 - b. Language is in the MOU to this effect
3. Who should cancel a scheduled Bits-N-Bites?
 - a. The IAD after advising the IAOC beforehand
4. Bigger picture:
 - a. How many should we hold each year?
 - b. Should we reduce F&B?
 - a. One.

On top of the actual costs - the event requires a lot of staff time and sponsorship acquisition time.

b. Reduce F&B?

We now have a community with an expectation they are being fed - many see this as dinner. Light hors d'oeuvres, soda and water, cash bar

5. Cancel BnB in Chicago, Y/N?

Chicago BnB Costs

0. Attendance: 750

1. Budget: \$58,206.00

a. F&B; \$43,276

b. SVC; \$10,386

c. Tax; \$4,544

2. Beverages

a. 1,100 Alcohol: \$8,294 – average \$7.45/ea

b. 350 non-Alcohol: \$1,559 – average \$4.45/ea

c. 1,450 beverages: \$9,753 – average \$1.9 beverage per person

3 Options

a. Food & Beverage \$58,206.00

1. Cost per person = \$77.60

2. Includes hot food stations, 1.9 drinks per person, 5 hors d'oeuvres per person

b. Beverages, dry snacks, two types of hors d'oeuvres = \$31,230.90

1. Cost per person = \$41.64

2. Includes 1.9 drinks per person, dry snacks (for 650) and 4 hors d'oeuvres per person

Plan to have a meeting with participants (Comcast) in Chicago, to figure out what we will do in the short-term and long-term regarding BnB.

Resolution

The IAOC resolves to go forward with BnB in Chicago, IETF98, with a cost neutral F&B.

John made the motion to approve. Tobias seconded.

Vote Results

Jari Arkko [YES]

Lou Berger [YES]

Kathy Brown [YES]

Leslie Daigle [YES]

Tobias Gondrom [YES]

John Levine [YES]

Benson Schliesser [YES]

Andrew Sullivan [NO]

The motion passes.

4. Finance

a. December Financial Statement

Overview

	Actual	Budget	Variance
Revenues	\$3,926	\$4,336	(\$411K)
a. Registration			(\$176K)
b. Host			(\$194K)
c. BnB			(\$70K)
Meeting Expenses	\$2,792	\$2,935	\$143K Under budget
a. Space			\$99K
b. NOC			(\$81K) Over budget
c. F&B etc			\$57K
d. Other Mtg			\$67K
Ops Exp	\$3,563	\$3,567	\$5K Under budget
a. IASA			(\$62K) Over budget
b. VAT			\$67K Under budget
c. Tools Maint			(\$46K) Over budget
Total Exp	\$6,355	\$6,502	\$148K Under budget
ISOC	\$2,429	\$2,166	(\$263K) Over budget
Tools Dev	\$145K	\$200K	\$55K Under budget

5. Legal

a. Privacy Statement

Scott sent a copy of the revised statement. Would like to get approval from IAOC to post this draft and send a note to the community for review and comment.

Resolution

Resolved that the IAOC approves the posting of the revised proposed privacy policy and to request community review and input.

Tobias moved to approve the resolution. Andrew seconded.

The motion passes.

b. Succession Planning

Scott will be stepping down as Chair of the Legal Committee as of IETF 98 Chicago. As such, we need to find a new chair of the committee. Scott will continue as a member of the Legal Committee. In the meantime, we will solicit input in Chicago and take action at the retreat.

6. Sponsorship Update

See email attachment. We don't have commitment for welcome reception. Don't have sponsor for Hackathon. It's all being actively worked, and hope to have additional changes prior to meeting. So far, the data does not indicate a negative impact on attendance due to US travel restrictions. Google's offer for people interested in attending the IETF remotely at a hub draw 14 participants throughout the world.

7. Meetings

a. Chicago Update

REGISTRATIONS										21-Feb
Meeting	7 weeks	6 weeks	5 weeks	4 weeks	3 weeks	2 weeks	Pre-Reg	to Monday	Final	
91st - Honolulu, HI, USA	418	479	553	669	811	988	1181	1387	1396	
92nd - Dallas, TX, USA	505	567	616	758	892	962	1,303	1,420	1,449	
98th - Chicago, Illinois, USA	507	580	636							
PAID										
Meeting	7 weeks	6 weeks	5 weeks	4 weeks	3 weeks	2 weeks	Pre-Reg	to Monday	Final	
91st - Honolulu, HI, USA	147	182	218	289	428	641	952	1065	1068	
92nd - Dallas, TX, USA	168	200	229	340	447	660	974	1152	1185	
98th - Chicago, Illinois, USA	144	174	213							

b. US IETF Meetings:

Travel Restrictions, Impact & Venue Planning

1. Travel Restrictions, Impact

- a. New travel restrictions announced Tuesday 21 Feb
- b. Impact on Chicago, individual cases, overall, remotees

2. Schedule

a. North America

- 2018 102 San Francisco July Juniper
- 2019 105 Montreal
- 2020 UNK
- 2021 111 San Francisco

3. Venue Planning

- a. IETF 102
- b. Juniper understands that IAOC may have to take action to ensure a successful meeting and they want to be supportive
- c. Canadian alternatives under investigation
- d. Contract Cancellation Provision

In lieu of paying cancellation fee Client may rebook another similar -sized to be booked within 3 years of cancellation with no restrictions as to when the future meetings are to take place.

Specific dates shall be mutually agreed between Client and Hotel with the cancellation fee to be considered a deposit and applied to the future meeting(s).

8. Technology

a. Meeting Network Services RFP Recommendation

1. RFP for Meeting Network Services issued 13 January 2017
2. Proposals due 8 Feb
3. Six Proposals received:
2Fast4Wireless, Linespeed, Ntegr, Right! Systems, Verilan, Zen Event Networks
4. The TMC reviewed the proposals. After review of the proposals, there was a very clear "top three". There was a very large gap between the "top three" and the next bidder. Also, the cost offered by the "top three" bids was roughly the same. The "top three" bids are:
 - Linespeed
 - Right! Systems Inc
 - ZEN
5. The TMC considered several other factors, especially key personnel, experience, and history. The TMC recommends award of two IDIQ contracts:
 - Linespeed
 - Right! Systems Inc

Resolution

The IAOC awards IDIQ IETF Meeting Network Services contracts to Linespeed Events LLC and Right! Systems Inc. Contracts are for a period of three years, with the option for two, one-year extensions, and may include none, one or more of the IETF meetings in 2017. The IAOC requests the Internet Society to enter into such agreements as needed to affect this award.

Benson made the motion to approve the resolution. Andrew seconded.

Vote Results

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 passes.

9. IETF Plenary report

- a. Highlights (identify what the highlights that we are offering at the Plenary)
- b. Anything for ISOC BoT?

10. AOB

Leslie adjourned the meeting at 1:04PM EST.