

IAOC Meeting 2015-03-25 7:15 AM CST

Chris Griffiths called the meeting to order at 7:15AM CST. A quorum was established.

Attendees Present:

Jari Arkko
Scott Bradner
Kathy Brown
Tobias Gondrom
Chris Griffiths (Chair)
Bob Hinden
Russ Housley
Ray Pelletier (IAD)

Incoming IAOC

Lou Berger
Benson Schliesser
Andrew Sullivan

Guests:

Bernard Aboba
Ole Jacobsen
Lynn McNair

Scribe: Michele Gehrke

1. Operations

a. Minutes - 2015-02-26

The meeting minutes dated 2015-02-26 have been reviewed and approved by the IAOC without objection.

b. IANA SLA

Ray informed the group that there would not be an opportunity to adopt the IANA SLA today. The group will either take it up as an e-vote or discuss in London in late April during the retreat. Russ explained that given the delay from ICANN, everyone should take the time to review it. Jari asked that we move forward with review and to make sure we're ready to sign when they are. Ray will send out an email about the SLA.

c. Committee Chair Opportunities

Ray mentioned that we are looking for volunteers for the different committees: Finance, Meetings, Technology Management and Legal. For anyone who is interested, please contact Ray directly regarding specifically which committee you would like to

participate. We will wait until the retreat in London next month to select Chairs for the committees.

d. IAOC Retreat

Ray advised that we have contracted with The Kingsley (Thistle Holborn) for our accommodations in London. The retreat is scheduled from Tuesday, April 28th and will end at 3:00pm Wednesday, April 29th.

e. Hackathon:

Jari informed the IAOC that 40+ people attended the Hackathon. This meeting created a great deal of positive energy and we would like to do it again in the future. In discussions with Cisco, they have already informed us that they would like to support the next two meetings. We are estimating it to grow to 100+ people. Jari would like the next IETF in Prague to hold this session. The IAOC agreed. Next meeting will be announced well in advance. There were no objections to Jari announcing a Hackathon will take place at IETF in Prague.

2. Finance

a. IETF 91 Financials Hawaii

In summary, Ray explained that we were off by \$70K. Registrations were down but event sponsorship was up and Bits-n-Bites was cancelled. We experienced some last minute visa issues with individuals from China, about 36 people. Working with Vint Cerf and the State Department we were able to accelerate the processing of the visa applications and nearly 30 were able to make it.

All together we were expecting 1,200 to attend and were surprised that it was as low as 1,065. Possibilities for this shortfall could have also been end-of-year budget constraints, view of Hawaii as a “resort”, and visa issues. The US has changed its visa process and this could have been another contributing factor. In hopes of alleviating problems in the future, we will begin to open registrations earlier..

	Actual	Budget	Variance
Revenues	\$1,255,117	\$1,294,250	\$(39,133)
Expenses	\$689,949	\$660,657	\$(29,292)
Net for Ops	\$565,168	\$633,593	\$(68,425)

IETF Meetings 2014				
IETF 91 Honolulu				
Meeting Revenue	Actual	Budget	Variance	Notes
Registration	\$ 686,505	\$ 754,250	\$ (67,745)	1
Sponsorships	\$ 330,000	\$ 330,000	\$ -	
Event Sponsorships	\$ 93,000	\$ 75,000	\$ 18,000	
Bits-N-Bites	\$ -	\$ 75,000	\$ (75,000)	2
Hotel Commissions	\$ 70,706	\$ 60,000	\$ 10,706	
Miscellaneous	\$ 74,906	\$ -	\$ 74,906	3
Total Revenue	\$ 1,255,117	\$ 1,294,250	\$ (39,133)	
Meeting Expenses	Actual	Budget	Variance	Notes
Food & Beverage	\$ 274,592	\$ 243,821	\$ (30,771)	4
Network & Connectivity	\$ 185,191	\$ 175,000	\$ (10,191)	
Meeting Space	\$ -	\$ -	\$ -	5
Meeting Labor	\$ 111,259	\$ 111,500	\$ 241	
Audio Visual & Power	\$ 55,151	\$ 46,663	\$ (8,488)	
Miscellaneous	\$ 63,756	\$ 83,673	\$ 19,917	6
Total Meeting Expenses	\$ 689,949	\$ 660,657	\$ (29,292)	
Funds Available for IETF Operations	\$ 565,168	\$ 633,593	\$ (68,425)	7
Notes				
1 Paid attendance was 132 less than estimated in the Budget.				
2 Bits-N-Bites was cancelled				
3 Miscellaneous includes city incentives, rebates on the hotel master account and space rental to groups.				
4 Increase was to cover Welcome Reception and meeting break costs				
5 Typically no meeting space costs in North America				
6 Miscellaneous includes credit card fees, cancellation insurance, shipping, travel, printing, etc.				
7 Funds Secretariat, RFC Services, Administration, etc, costs.				

b. Honolulu Participation Local Remote

Ray reviewed data on local attendance and remote attendance. Information was gathered from Blue Sheets and Meetecho records.

Local attendance is defined as the number of Blue Sheet attendees per session. Remote attendance includes only those signed into a Meetecho session.

The data showed:

Honolulu: Local attendance 7,224; Remote attendance 1,292; Total 8,516
Local 85%; Remote 15%

The local attendance for London, 8,835; Toronto, 7,891; Honolulu, 7,224.

c. December 2014 Financials

	Actual	Budget	Variance
Revenues	\$4.3M	\$4M	+339K over budget
Expenses	\$5.8M	\$5.8M	\$9K over budget
Tools Dev	\$70K	\$250K	-180K under budget

ISOC w/Dev	\$1.6M	\$2.1M	-\$496K under budget
Cisco In-Kind Contribution	\$826K		

Internet Society IETF Statement of Activity For the Month Ending December 31, 2014						
Income	December Actuals	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Notes
IETF Registrations	\$ (290)	\$ 2,280,140	\$ 2,195,000	\$ 85,140	\$ 2,195,000	1
Meeting Sponsorships	(10,000)	980,000	930,000	50,000	930,000	
InKind Sponsorships	105,878	365,878	260,000	105,878	260,000	2
Hotel Commissions	-	231,287	170,000	61,287	170,000	3
Bits-N-Bites	-	65,625	225,000	(159,375)	225,000	4
Event Revenue	-	178,500	150,000	28,500	150,000	
Miscellaneous Revenue	526	192,974	25,000	167,974	25,000	5
Total Income	\$ 96,114	\$ 4,294,404	\$ 3,955,000	\$ 339,404	\$ 3,955,000	
Expenses	December Actuals	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Notes
RFC Editor	\$ 90,909	\$ 994,113	\$ 970,000	(24,113)	\$ 970,000	
IETF Secretariat & Meeting (AMS)	155,400	1,857,400	1,857,000	(400)	1,857,000	
Variable Managed Meeting Costs	42,046	1,125,076	945,000	(180,076)	945,000	6
Meeting Space	-	120,077	140,000	19,923	140,000	
Other Meeting Expenses	33,912	306,113	264,400	(41,713)	264,400	7
NOC Expenses	1,818	586,766	585,000	(1,766)	585,000	
IASA Support (incl. IAD expenses & salary)	99,622	415,549	402,500	(13,049)	402,500	
IETF Support	7,647	39,368	33,000	(6,368)	33,000	
IAB Support	(13,870)	35,187	33,000	(2,187)	33,000	
IRTF Support	-	7,487	10,000	2,513	10,000	
Independent Submissions Editor	2,421	13,564	20,000	6,436	20,000	
Special Projects	-	-	50,000	50,000	50,000	
NomCom Support	2,517	11,200	8,000	(3,200)	8,000	
IETF Trust Expenses	1,674	34,559	39,100	4,541	39,100	
Transition Expenses	-	-	10,000	10,000	10,000	
IT Maintenance	5,263	111,900	150,000	38,100	150,000	
G&A/Governance (Indirect)	13,958	167,497	300,000	132,503	300,000	8
Total Expenses	\$ 443,317	\$ 5,825,856	\$ 5,817,000	\$ (8,856)	\$ 5,817,000	
ISOC Direct Contribution excl. development	\$ (347,204)	\$ (1,531,452)	\$ (1,862,000)	\$ 330,548	\$ (1,862,000)	
IT Tools Development	48,400	70,397	250,000	179,603	250,000	9
ISOC Direct Contribution incl. development	(395,604)	(1,601,849)	(2,112,000)	510,151	(2,112,000)	
InKind Capital Contribution	\$ 825,804	\$ 825,804	\$ -	\$ -	\$ -	10
Notes						
1. Registrations exceeded budget forecast by 129 paid attendees.						
2. InKind contributions of circuits, equipment, software and manpower exceeded Budget forecast.						
3. Hotel commissions at all three meetings exceeded Budget forecast.						
4. Bits-N-Bites was cancelled for the London and Honolulu meetings.						
5. Miscellaneous revenues includes hotel rebates and government incentives.						
6. Actual meeting costs exceeded Budget as Budget incorrectly deducted rebates, which were correctly categorized as Miscellaneous Revenues.						
7. Increase reflects additional credit card fees as a result of higher attendance and site qualification expenses.						
8. Adjustment in G&A made to delete amortization from the Budget element.						
9. Tools development work in support of the RFC Editor did not progress as hoped.						
10. This InKind contribution represents the market value of the equipment and support contributed by Cisco on behalf of the IETF.						

d. Sustainability Plan

1. ISOC is working on a plan to sustain the IETF during its 4th decade - 2016 – 2025. Kathy informed the group that the sustainability of the IETF is a top priority for ISOC; meeting expense costs are growing dramatically; need to bring more people to the IETF and so they can better understand what it is.

2. Focus on:

a. Financial Capital

1. To address \$2M in expense growth over fourth IETF decade

b. Intellectual Capital

1. Focus on pipeline of IETF participants

c. Political Capital

1. Increase the global recognition of the IETF's contribution
 - a. Continuation of self-governing IETF
 - b. Attract Intellectual Capital
 - c. Attract Financial Capital

3. Plan to be approved by IESG and IAOC

4. Olaf - Chair & Editor

d. Open Internet Endowment – Kathy

Kathy discussed the Endowment, its history and current review. She expected to be able to report to the initial investors and community in the near future.

e. 2016 Budget Plan

Ray reported that work on the 2016 budget would begin in June and that he would be working with ISOC accounting from the beginning of the process to assure its sustainability.

3. Meetings

a. Dallas Numbers

Ray reported on the Dallas meeting numbers:

	Actual	Budget	Variance
Paid	1,166	1,120	+46
Reg Revenue	\$804K	\$764K	+\$40K
Sponsorships	\$508K	\$468K	-\$40K

b. Prague

Ray informed the group that the Host MoU has been finalized with Brocade and CZ.NIC, and registration will open within 2 weeks. After some discussion it was decided that Registration would be open by the end of the Dallas meeting. The purpose of the early opening was to provide more time for people to get their Letters of Invitation and visas.

c. Buenos Aires

Ray is working with Christian O'Flaherty and Lynn McNair to develop a sponsorship program and met with LACNIC yesterday. Buenos Aires will not have one specific host. Sponsor program likely to have "Diamond", "Gold" and "Silver" sponsorships.

Ray said he is also looking to contract with 3 to 5 overflow hotels. Unfortunately, the

network at these hotels may have issues, but we will inform people ahead of time. Currently have the Hilton as the venue hotel. It is important that we manage expectations as part of our outreach.

d. IETF 100

Ray discussed the Asia-Pacific options for IETF 100. Site visits have been conducted and some preliminary negotiations are underway.

4. Tools – TMC

a. IDIQ RFP Next Steps

Ray informed the group that the RFP will be reopened next week since there were not any proposals received from software developers wanting to enter into contracts to do IETF development work in the future.

b. Digital Signature Tool

Ray said that on 30 April 2014, the IAOC awarded a contract for a Digital Signature Tool to implement digital signatures for Internet Drafts. Although the contract was executed in May 2014, the tool was not delivered.

Recently the tool has been completed by Russ Housley and Glen Barney. Therefore the TMC is recommending that the IAOC cancel the contract for a Digital Signature Tool.

The contract permits cancellation of the contract for any reason by the Internet Society after consultation with the IAOC, upon 30 days written notice.

RESOLUTION

The IAOC hereby cancels the Digital Signature Tool contract executed in May 2014 and requests the Internet Society to effect such decision.

Scott moved, Tobias seconded the motion. Ray stated that no money had been expended under the contract. There were no objections. Motion passed unanimously.

5. Legal

a. Transfer of Change Control – Scott

Scott proposed that he and Jorge work on a form for change control. There have been problems in the past. This may become an RFC. The IAOC supported the idea.

6. Remote Participation Services – Bernard (no time)

Item was postponed for lack of time.

7. AOB

a. IAOC Chair Election

The IAOC went into executive session.

Ray announced that Chris Griffiths had been re-elected Chair.

b. Plenary Slides

Ray said that further discussion on the Plenary slides would be done on the list.

Chris adjourned the meeting at: 8:45AM CST