Meeting: **IAOC Meeting**

Date: **The meeting was called to order at 12:00PM by Tobias Gondrom 2015-12-17. Quorum was established.**

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

Guest: Ole Jacobsen
Scribe: Michele Gehrke

1. Operations
a. Minutes
2015-11-04
2015-10-01

A motion was made by Scott to adopt the November 4th minutes; the motion was seconded by Benson. Without objection or abstention, the minutes were adopted. The October 1st minutes will be discussed at the next IAOC meeting in January.

b. IANA Transition Update

Andrew informed the IAOC about the current state of the IANA transition, including the exchange between the CCWG and the ICANN Board. Jari added what he viewed as the next steps.

c. IAOC 2016 Retreat

Ray reported that the IAOC Retreat, May 4-5, 2016, will be held in the Washington DC area.

d. IAOC and IAOC Meetings Calendar

Ray reminded all that the 2016 IAOC and Committee Meetings Calendar has been published on the calendar and that in 2016, the IAOC meetings held at the IETF's will take place on Tuesday mornings instead of Wednesday's beginning at 7:15am local time.

2016 IAOC, Trust and
Committee Schedule

IAOC Primary 12:00pm ET	IAOC Backup 12:00pm ET	Trust 12:45pm ET	Meetings 11:00am ET	Tools-TMC 1:00pm ET	Finance 11:00am ET	NOTE:
28-Jan	14-Jan	28-Jan	11-Jan	12-Jan	13-Jan	
25-Feb	11-Feb		8-Feb	9-Feb	10-Feb	
24-Mar	10-Mar	24-Mar	7-Mar	8-Mar	9-Mar	
5-Apr	21-Apr	5-Apr	18-Apr	19-Apr	20-Apr	IETF Buenos Aires - 07:15
26-May	12-May		9-May	10-May	11-May	
30-Jun	16-Jun	30-Jun	13-Jun	14-Jun	15-Jun	
19-Jul	7-Jul	19-Jul	11-Jul	5-Jul	6-Jul	IETF Berlin - 7:15am
August	N/A		N/A	N/A	24-Aug	
8-Sep 22-Sep	15-Sep 29-Sep	22-Sep	12-Sep	13-Sep	31-Aug 7-Sep 14-Sep 21-Sep 28-Sep	Backup date
27-Oct 15-Nov	13-Oct	15-Nov	10-Oct 7-Nov	11-Oct 8-Nov	12-Oct 9-Nov	IETF Seoul - 7:15am
15-Dec			5-Dec	6-Dec	7-Dec	

2. Finance

Sustainability

Jari shared that some things are happening with sustainability, but not nearly enough. There has been some effort to produce an initial draft. Unfortunately, Jari has been too busy to contribute much. This topic will be revisited again after the holidays.

3. Meetings

   a.   IETF 95 Hotel Situation & Lessons Learned

Ray reported that an announcement notification was sent on 10 December that

Registration would open on 1500 UTC Wednesday 16 December. He noted that in the past we had not announced when registration would open. It was done in order to provide people a more equal opportunity to make hotel reservations.

He said the announcement stated that hotel reservations will include the headquarters hotel and the contracted overflow hotels available at that time.

Further the announcement stated that because hotels in Buenos Aires have a limited number of guest rooms, the IETF has been negotiating contracts with ten hotels. Hotels not available on December 16 will be announced when available.

It was also announced that we will provide additional relevant details such as price, location, cancellation policies and more when registration opens on December 16.

Ray reported that indeed, registration did open on 16 December and provided rooms availability data, for example, Hilton Buenos Aires (Headquarters Hotel, block of 300 rooms), and link to Accommodation Details: http://www.ietf.org/meeting/95/hotel.htm

The Registration Announcement stated that the IETF has reserved rooms at the meeting venue and at four other properties all within 2 km / 1.3 miles of the venue; that all hotels offer IETF rates 3 days before and after the meeting, some will for as long as 7 days before and after, subject to availability; that taxis are readily available and inexpensive; and that the IETF network will be available only at the headquarters hotel (Hilton Buenos Aires).

The Registration Announcement further stated: IMPORTANT: We are still negotiating with six additional properties and expect to have reservation information available shortly. Please note that if you make a reservation outside of the IETF block at any property, we cannot guarantee that the hotel will honor the IETF-negotiated room rate, cancellation deadline or other details. In particular note the cancellation details on the website for each of the hotels. Each is different and some are better than others.

Scott expressed that we need to be more up front about the information – to ensure complete details are shared. Ray responded in agreement, that we need to make sure that the overflow hotels are ready when we open registration. Further, we need to identify number of tiers and number of rooms per tier, and that we need to communicate that the hotel gave us every room possible.

   b. IETF 98 Venue Selection

Ray noted that the original IAOC venue selection and contract for IETF 98 in March 2017 at the Fairmont Montreal was canceled by the hotel on 30 October as it would be closed a year for renovation, which included the IETF meeting dates. And, for this reason the IAOC needed to select another venue for IETF 98.

Ray reported that hotel availability for the IETF 98 meeting only 15 months from now showed that more than 25 venues were not available over those dates.

Ray then provided the recommendation of the Meetings Committee for the IETF 98 meeting venue and the venue selection criteria. A recent site visit was conducted on the recommended property; the others have been visited previously.

 c. IETF 105 Venue Selection

Ray reported on the recommendation of the Meetings Committee for IETF 105 in July 2019 for purposes of the IAOC making a venue selection.

 d. IETF 102, 111, 120 Venue Selection

Ray reported out on the Meetings Committee recommendation for a venue for IETFs 102. 111, and 120.   The venue is at a property where we have held previous IETF meetings, but has undergone a renovation since we were last there. A recent site visit was conducted on the property. The offer was on the table for the three meetings, but a contract would have to be executed by the end of the year to obtain the favorable terms for the 3 meetings.

 e. Bits-N-Bites Sponsor Requirements

Matter was not discussed due to time constraints.

 f. 30th Anniversary

Matter was not discussed due to time constraints.

 g. IETF 100 Update

Matter was not discussed due to time constraints.

    h. Meeting Space, Equipment and Service Fees Review

Matter was not discussed due to time constraints.

4. Tools
a. 2016 Work
(1) Repair the "broken" messages in the email archive Award

Ray reported out the recommendation of the Technology Management Committee to award a contract to repair so-called broken messages in the email archive.

Ray provided background:

Thousands of 'broken' emails have been discovered in the email archive
    a. Biggest contributor to brokenness in the IETF list is old (circa late 1990s) MMDF handling, resulting in files that don't have correctly indented header continuation, and occasionally spurious blank lines inside the header.
    b. Corruption of the input
    c. Messages that contain Date header
    d. Point errors (in the Date field for example)

The TMC recommends a Task Order with AMS to do the repair work as AMS has worked on the email archive previously and would be able to do the task more efficiently.

The cost to do the work would be a not-to-exceed <confidential> </confidential>.

Ray stated there is money in the 2015 budget to cover the expense

Resolution:
The IAOC awards a contract to AMS to repair the email archive broken emails at a cost not-to-exceed <confidential> </confidential> and requests the Internet Society to effect this award.

Scott moved the resolution and Andrew seconded.

The vote results are as follows:

Jari Arkko [YES]
Scott Bradner [YES]

Kathy Brown [YES]
Lou Berger [YES]
Leslie Daigle [YES]
Tobias Gondrom [YES]
Benson Schliesser [YES]
Andrew Sullivan [YES]

The resolution passes with a unanimous Yes vote.
Ray reported the status on the remaining nine tools matters:

(2) Improvements to mail archive tool
    SOW is under development

(3) Interim Meeting Management
    Request for Bid was issued 15 Dec

(4) Tracking Manual I-D Post Requests
    Request for Bid was issued 15 Dec

(5) Review Tracking
    RFP is to be issued next week

(6) RFC Editor Statistics and Metrics
    RFP is to be issued next week

(7) RFC Format-related Tools
    RFP to be issued

(8) Author Statistics
    RFB will be issued

(9) Meeting Materials Management
    RFB SoW is being drafted; will be issued mid-year

(10) IETF Website Update
     Revamp is in work; expected completion before Buenos Aires.

5. Legal
a. Website Privacy Policy –

Scott said Jorge is reviewing the outside attorneys input on the Website Privacy Policy

b. Records Retention Policy

Matter was not discussed due to time constraints.

6. AOB

Kathy announced that Drew Dvorshak has left the Internet Society to pursue other career opportunities. Greg Kapfer is in the process of searching for candidates and Lynn McNair will assume Drew's responsibilities in the interim.

Jari informed the group that the IESG has reviewed the new Note Well text that included Jorge's comments and it has been shared with the Community for comment.

Tobias adjourned the IAOC meeting at 1:00PM.