

IETF LLC Report

**Presented By:
Jason Livingood
Chair, IETF LLC Board**

**IETF-105, Montreal
July 2019**



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IETF Administration LLC

Who serves on the Board?



Maja
Andjelkovic



Alissa
Cooper



Jason
Livingood,
Chair



Sean
Turner,
Treasurer



Peter
Van Roste

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Upcoming Board Meetings

Date & Time (UTC)	
8 August 2019 - 19:00 - 20:30 UTC	17 October 2019 - 19:00 - 20:30 UTC
22 August 2019 - 19:00 - 20:30 UTC	31 October 2019 - 19:00 - 20:30 UTC
5 September 2019 - 19:00 - 20:30 UTC	14 November 2019 - 19:00 - 20:30 UTC
19 September 2019 - 19:00 - 20:30 UTC	12 December 2019 - 19:00 - 20:30 UTC
3 October 2019 - 19:00 - 20:30 UTC	

The Board strives for transparency with the IETF Community. Board meetings are open to observers except for items such as legal, contracts, personnel, and other matters that benefit from confidentiality. Each meeting is divided into three sections: Open; Staff and Board Only; Board Only. Our goal is to publish agendas one week or more before each meeting. Minutes of past meeting are also posted on a timely basis.

Schedule of future meetings & how to join: <https://www.ietf.org/about/groups/llc-board/meeting-info>

Past meeting minutes: <https://www.ietf.org/about/groups/llc-board/minutes>

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Recent Work Completed

1. Held a two-day Board meeting in May 2019 [[see agenda](#), [minutes](#) and [blog post](#)]
2. Completed a SWOT/PEST assessment (Strengths, Weaknesses, Opportunities, Threats and Political, Economic, Social, Technological) [[see minutes](#)]
3. Issued several RFPs [[see full list](#)]
4. Began search for permanent IETF Executive Director [[see announcement](#)]
5. Established insurance coverages
6. Established process for community consultation & began community consultation on LLC Policies [[see blog post](#), [policy drafts](#), [webinar](#)]
7. Issued statement on compliance with U.S. export regulations [[see email](#)]
8. Extended contract for Secretariat Services [[see email](#)] and Interim Executive Director [[see email](#)] to end of 2019
9. Transferred the IETF Endowment from ISOC to the LLC

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Upcoming Work Goals & Milestones

1. Hire a permanent IETF Executive Director
2. Finalize IETF LLC policies & institute a compliance program
3. Complete RFP processes and enter appropriate contracts by end of year
4. Start the 2020 budget process
5. Complete a strategic assessment to inform fundraising & sponsorship, other activities
6. Develop an Investment Policy Statement to guide how to invest & manage financial resources
7. Select an independent auditor

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Current Fiscal Year Operating Budget

	YTD Actual	YTD Budget	YTD Variance %	Annual Budget
Revenue	\$6,643,442	\$6,423,129	3.4%	\$9,025,440
Expenses	\$3,038,387	\$3,292,136	(-7.7%)	\$8,672,193
Net Income (Loss)	\$3,605,055	\$3,130,993	15.14%	\$353,247

Note: As of May 2019

Detailed financial statements are available at: <https://www.ietf.org/about/administration/financial-statements/>

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IETF Operational Reserve

31 Jan 2019	Contributions	Returns	Disbursements	Current Balance
\$13,655,749	\$0	\$153,990 (1.06%)	\$0	\$13,800,054

Notes:

1. Account opened in January 2019
2. Current balance as of 30 June 2019
3. Developing Investment Policy Strategy to guide investing

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IETF Endowment

EOY 2018	2019 "Contributions"	Returns	Disbursements	Current Balance
\$2,476,316	\$123,173	\$ 518,025 (2.95% yearly)	\$0	\$3,021,138

Notes:

1. Transitioned IETF Endowment from ISOC to the IETF
2. Communicated with major donors
3. Developing Investment Policy Strategy to guide investing
4. Detailed financial statements for the IETF Endowment will be available on the IETF LLC website later this year.
5. Contributions are not new funds from donors but funds recently swept into the endowment account.
6. Returns (annualized) are from the start of the endowment in June 2012.

Detailed Update: Secretariat Services RFP

- Originally the main contract was set to expire October 31, 2019. We wanted more time to work on the RFP, for responses, and contracting - so extended the contract to December 31, 2019.
- Over time, several services have been added onto the AMS contract:
 - Meeting Services
 - Clerical Services
 - IT Support Services
 - Accounting & Financial Support Services
 - ANRW Event Support Services
- We believe bundling so many services into one contract is unnecessarily complicated & plan to simplify

Detailed Update: Executive Director Search

- We received 134 applications!!
- On 3 July 2019 we met to narrow down from 134 candidates to a shorter list for further assessment
- Interviews and other assessments are conducted by the recruiter (Perrett Laver)
- On 30 July 2019 we will meet to review assessments of the short list of candidates
- In August to September 2019 we will conduct final interviews and assessments and select a final candidate
- August - December 2019 (or beyond): Contracting, employee on-boarding, and work transition as needed

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Detailed Update: Policies Consultation

- We began the consultation on 11 June 2019
- Project created on [GitHub](#) and new [mailing list](#) created
- Conducted [webinar](#)
- Four week community comment period was open: 19 June - 16 July 2019
- Starting 17 July 2019, we will review all comments and make necessary revisions
- If necessary, the consultation process may need to be repeated (depends on the comments)
- We are also studying minor changes to the Privacy Policy to cover data collected during the Executive Director search.
- Eventually:
 - Formal adoption
 - Posting on the website and appropriate footers
 - Establish a training & compliance program to put the policies into force

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Contact & Background Information

- Email:
 - Public feedback to the board only: LLC-Board@ietf.org
 - Executive Director: exec-director@ietf.org
 - Sponsorship: sponsorship@ietf.org
- IETF LLC web pages of interest:
 - General: <https://www.ietf.org/about/administration/>
 - Future Meetings: <https://www.ietf.org/about/groups/llc-board/>
 - Past Meeting Minutes: <https://www.ietf.org/about/groups/llc-board/minutes/>
 - Financial Statements: <https://www.ietf.org/about/administration/financial-statements/>
 - Policies: [coming soon - once policies are finalized]
- Prior detailed IETF LLC report:
 - IETF-104 - [https://wwwtest.ietf.org/documents/272/IETF LLC Report Ahead of IETF 104.pdf](https://wwwtest.ietf.org/documents/272/IETF%20LLC%20Report%20Ahead%20of%20IETF%20104.pdf)

Thank You



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