

Meeting: LLC Board

Date: February 12, 2025

Meeting Number: 83

Attendees

LLC Board:

Roman Danyliw

Jason Livingood

Mirjam Kühne

Shauna Turner

Sean Turner

Staff/Secretariat:

Sean Croghan

Jay Daley

Sandy Ginoza

Jean Mahoney

Stephanie McCammon

Cindy Morgan

Laura Nugent

Debbie Sasser

Robert Sparks

Lisa Winkler

Greg Wood

Observers/Guests:

Warren Kumari

George Michaelson

Scribe:

Michelle Cotton

Conflicts of Interest Declared:

None

Part I: Open to the Public

1. Record e-vote results

Three e-votes have been completed since the previous Board meeting.

a. Resolution 83-01: The November 2024 Financial Statements were approved with the board e-voting as follows:

Roman Danyliw: YES
Mirjam Kühne: YES
Jason Livingood: YES
Sean Turner: YES
Shauna Turner: YES

b. Resolution 83-02: The 2025 Budget was approved with the board e-voting as follows:

Roman Danyliw: YES
Mirjam Kühne: YES
Jason Livingood: YES
Sean Turner: YES
Shauna Turner: YES

c. Resolution 83-03: The January 8, 2025 LLC Board Meeting minutes were approved with the board e-voting as follows:

Roman Danyliw: YES
Mirjam Kühne: YES
Jason Livingood: YES
Sean Turner: YES
Shauna Turner: YES

2. Review & approve prior month's financial statement

Debbie Sasser reported the December 2024 Financial Statements have been circulated. These are the same versions that were shared with the auditors. These have also been sent to ISOC. GRF is currently working on the January 2025 financials.

Action: 83-01 - Michelle Cotton will begin an e-vote for approving the December 2024 Financial Statements.

3. Update on the IETF's technical work

Roman Danyliw walked through the status of new work being considered by the IETF as we prepare for the IETF 122 meeting. Two BoFs were approved from many that were submitted. Both are in the Security area. The first is the Network Attestation for Secured Forwarding (NASR), which is about the communication entities on the edges of the path having some control over how their information is moved end-to-end. The second is the Symmetric Key Establishment in Exchange (SKEX), which is focused on a symmetric approach to do key establishment and exchange as opposed to an asymmetric approach.

A few of the BOFs convened at IETF 121 have been approved as WGs last week – the Deep Space BoF, is now the Taking IP To Other Planets (TIPTOP) working group which is focused on deployment guidance for running IP networks to the Moon or Mars. The Heuristics and Algorithms to Prioritize Protocol deployment (HAPPY) working group will work on the next revision of the happy eyeballs protocol and consider new developments such as QUIC and TLS's Encrypted Client Hello (ECH).

There are a few charters in flight, but no certainty if they will complete by IETF 122. We are waiting on feedback from the community. There is Digital Emblems (DIEM), which has already convened two BOFs, to produce digital versions of a protective emblem like the Red Cross or Red Crescent symbols. The RESTful Provisioning Protocol (RPP) BOF is not chartering a WG. The focus is to produce a protocol analogous to the Extensible Provisioning Protocol (EPP) but using JSON and RESTful principles.

There is also some energy to reopen the Domain Keys Identified in Mail (DKIM) working group. DKIM assists with spam mitigation. A lot of interest and new work coming to the IETF which is very exciting.

4. Executive Director Report - Public

Public Executive Director Report

For the IETF Administration LLC Board meeting on 12 February 2025

This report is provided by the IETF Executive Director and is read through at the meeting as it is not available to observers. This report is public. There is no separate confidential report.

1. Strategic Matters

Nothing to report.

2. Policies

ISOC Compliance report

The annual ISOC compliance report has been sent and [published](#).

Delegated authorities

The [IETF LLC Board/ED Delegated Authorities](#) has been reviewed and the following changes proposed:

- Added "Money markets" to transfer between Checking/Savings accounts, in preparation for new accounts, and no longer requires any notification to the treasurer as this is operational cash management.
- The board to be notified of any legal actions related to recovering debt
- 'Execution' of the IANA contract changed to 'Renewal' with no change to approval/notification.
- Asset disposal levels and authorities have been updated to be equivalent to unbudgeted expenditures.
- ED and staff travel to other meetings can now be approved directly by the ED for amounts that are consistent with approved budgets, delegated authority policies and advance notification of budget variances related to ED and staff travel. This change has been made to accommodate additional travel anticipated for the operational staff and ED, who now regularly attends team retreats and IETF leadership retreats.
- In the 2020 version, Meeting fees were left blank with the note "under discussion". This now has the board approving on ED input/recommendation.

The board is asked to **approve** the revised delegated authorities.

Resolution 83-04: Board voted to approve the revised delegated authorities:

Roman Danyliw: YES

Mirjam Kühne: YES

Jason Livingood: YES

Sean Turner: YES

Shauna Turner: YES

Records Retention Schedule

The [IETF LLC Records Retention Schedule](#) has been reviewed and the following changes are proposed:

- Delete some accidentally included text.
- Extend the retention of certain employment records from 3 years to 4 to comply with Arizona law.
- Made it clear that we keep meeting attendance data forever, not the physical bluesheets.
- Add a new section of retention periods for records related to RFC Editing and Publishing.

The board is asked to **approve** the revised record retention schedule.

Resolution 83-05: Board voted to approve the revised record retention schedule:

Roman Danyliw: YES

Mirjam Kühne: YES

Jason Livingood: YES

Sean Turner: YES

Shauna Turner: YES

Moderation Procedures WG

The I-D being used as the basis for discussions in the new modpod (Moderation Procedures) WG included a section about the relation to the IETF LLC. I proposed alternate text for this, based on the outcomes of the IASA2 review, and followed through with a WG discussion around that text. The following text has now been incorporated into the I-D and appears to have consensus:

The Board of Directors of the IETF Administration LLC (IETF LLC) has fiduciary duty for the overall organization, which includes the duty to protect the organization from serious legal risk that may arise from the behavior of IETF participants.

This protection MAY include the need for the IETF LLC to take emergency moderation actions. These emergency actions are expected to be taken only when the IETF LLC has received legal advice that such action is necessary, and therefore extremely rare in frequency. Some examples of where this might be necessary are:

- Someone making a credible threat of harm to other IETF participants.
- Someone using IETF mailing lists and/or websites to share content where publishing that content on IETF lists and/or websites brings serious legal risk.

- Someone making credible threats of legal action where any form of interaction with them on IETF mailing lists may have serious legal consequences for the IETF.

If any such action is taken, the IETF LLC SHOULD, except where limited by legal advice to the contrary, inform the IESG as soon as possible, providing full details of the subject of the action, nature of the action, reason for the action and expected duration. The IETF LLC SHOULD also inform the moderator team and IETF community, except where it receives legal advice to the contrary.

As such an action would be taken by the IETF LLC in order to protect the IETF according to its fiduciary duty, then it cannot allow that to be overridden by a decision of the moderation team or the IESG. The subject of any such action may request a review by the IETF LLC board, as documented in section 4.7 of RFC 8711

Any such action taken by the IETF LLC under this section of this policy, is not subject to the rest of the policy in this document.

IETF counsel have been following this work and have no concerns, though they will be asked for a formal review of any final document if this subject is included.

Meeting venue requirements

This has now been published as [RFC 9712](#).

3. Finance

Budget 2025

Following board approval, the final budget was [blogged](#) and [posted](#).

Money market accounts

The Treasurer and Director of Finance have been looking at options for holding cash that pay higher interest rates. This will be addressed on a separate agenda item.

4. RFPs and contracts

Cybersecurity testing services

The RFP for cybersecurity testing services will have been issued by the time of the board meeting. As explained in the overview:

The IETF Administration LLC is soliciting bids for a cybersecurity testing provider to act as our preferred provider until the end of 2027 and to deliver two initial projects.

The work of the new provider will include:

- Penetration testing. We regard penetration testing as the gold standard for auditing operational IT systems and require regular penetration tests of our systems.
- Code and repository reviews. We operate at a very high level of transparency, with most of our code and configurations available in public repositories and licensed under open source licenses.
- Design and architecture evaluation. While less common, we are increasingly designing new systems from the ground-up and look to early review of the design and architecture.

The first initial project is the penetration testing and code review of Datatracker, the IETF's public facing document and workflow management tool.

The second initial project is penetration testing and configuration review of the new IETF cloud infrastructure.

The RFP closes on 3 March 2025.

Contract for responding to legal requests

We have had a long-standing contract with the law firm Thomson Hine to support us in responding to informal legal requests and subpoenas, including where staff need to sit for depositions. This is where we are asked to validate RFCs or I-Ds, and occasionally such things as meeting participation, for use as evidence in a patent-related legal action between third parties (so not involving the IETF). The pricing of this contract has not changed in many years, while the workload has increased and costs have risen, so I have agreed an appropriate increase with the new partner responsible.

This contract was paid for $\frac{3}{5}$ by the IETF LLC, $\frac{2}{5}$ by the IETF Trust as this covers both organisations, but the internal work of certifying documents and sitting for depositions, is delivered exclusively by RPC and Secretariat staff as part of those contracts. To simplify matters I have agreed with the IETF Trust that we will cover the full contract, their funding request will be reduced by the amount they would have otherwise paid, and they will remain covered by Thomson Hine as joint client.

5. Meetings

Contract delegations

I have agreed with the meetings team a formal set of delegations that set out what contracts they can sign on behalf of the IETF and what process needs to be followed before signing. This is an internal policy, within my delegations, and so does not require board approval.

Side meetings

I have been working with the Director of Meeting Operations and Sponsorships on a new approach to side meetings that aims to improve participant satisfaction and reduce issues. There has been an initial discussion with the IESG and it is expected that it will be a topic for discussion at the IESG retreat.

Meeting terms and conditions

The [IETF Meeting terms and conditions](#) have been updated following legal review. The changes are primarily for clarity and to limit liability. The checkboxes presented at meeting registration that indicate agreement to the Note Well and terms and conditions are also due to be updated, to remove duplication and COVID-specific requirements.

Revised new participant program

As a reminder, the new participant program is being extended to a full day of sessions for IETF 122, following feedback from new participants (and their managers) that we need to be doing more to induct people into the IETF. Work is well underway on communications, developing the content, and finding presenters.

Cisco equipment donation

Cisco have once again made a donation of equipment in the region of \$1m. The equipment will begin to arrive before IETF 122 but after our main equipment has shipped and so only some will be brought to that meeting. We will be arranging communications and thanks quite soon.

Insurance for IETF 122, 123 and 124

Our insurance quote was invalidated after the approval of a new budget with revised fees, requiring submission of new financial information. This insurance should be in place by the time of the board meeting.

IETF network BoF

I have been working with BoF proposers and the NOC to make this as productive a BoF as possible.

IETF 122 Bangkok

The company we contracted with for A/V services in Bangkok and paid a sizable deposit to, has ceased all communication and their website is down, leading us to assume they have ceased trading. We are close to contracting with an alternative supplier and are taking local legal advice on recovering the deposit paid.

Venues in India

We have only [received](#) a small amount of feedback from the community for five cities in India: Bengaluru, Delhi, Goa, Hyderabad and Mumbai, but nothing that indicates an issue so work is continuing. The meetings team will be arranging a site visit for Q2 2025.

IETF 125, planned for China

A verbal update will be provided in the Board + Senior Staff section of the agenda.

6. Tools/RPC/RSWG/RSCE

Datatracker and tools development priorities

The Senior Director of IT recently sent [a note](#) to the tools-discuss list and IETF leadership, following up on the issues at IETF 121 November and explaining the reallocation of resources as a consequence and the knock-on effect on other work.

In summary, Datatracker performance has been impacted by high bot traffic, requiring development resources to be shifted from new features to preventing this problem. The underlying issue is that several Datatracker features require extensive computation to produce a response, such as generating HTML and PDF versions of I-Ds and RFCs. The solution is to replace or adapt the various parts of the Datatracker architecture that work this way to pre-generate and cache these objects. The plan is to redesign the most expensive features by IETF 122 Bangkok, and the rest over the year, to allow resources to shift back to new development work.

The development roadmap is regularly discussed at tools calls.

Team retreats

An inaugural RPC retreat has now been booked for early April, followed almost immediately after by a Tools Team retreat, each of two days in duration and held in North America to reduce travel costs. Both provide an opportunity for in-depth discussion on major changes that impact the work, performance over the last year, long-standing issues that are as yet unresolved, long-term projects that are part way through, and community engagement. These will then feed into a strategy for each team that guides and aligns the work of that team over the coming year.

Digitization of old RFCs

Following the successful retrieval of paper copies of old RFCs (up to RFC 1200 and with many gaps), the Internet Archive has been identified as a suitable partner for digitizing and archiving the resulting images. The intent is to have them digitized at a very high lossless resolution that will be offered to public archives and a lossy lower resolution for general download.

First Editorial stream RFC

[RFC 9720](#) RFC Formats and Versions, has now been published. This is the first Editorial stream RFC to be published and thanks to extensive planning, the first attempt only broke a few things that were fixed quickly.

7. IESG/IAB/IRTF/Trust

Nothing to report.

8. Communications/Outreach

IETF Community Survey 2024

The 2024 IETF Community Survey has closed and work is underway on the analysis.

9. Fundraising

Sponsorship report

The first annual sponsorship report has now been produced and is being sent to sponsors. As this is the first version of this report, it will be refined and new content added as feedback is received.

10. Miscellaneous

Nothing to report.

5. Mirjam Kühne: Plan to update IESG/IAB on funding and other topics

At a previous retreat, there was discussion about touching base with other bodies such as the IAB, IESG and ISOC after their new members were seated. The board agreed this is a good idea and will first start with finding out what information these other bodies are interested in knowing more about.

There will be a retreat for the IESG and IAB in June 2025 where

Action: 83-02 - Roman Danyliw to inquire with the IESG and IAB regarding what information they would like to receive updates on from the IETF LLC Board.

6. AOB & Questions from Observers

None

Part II: Board + Senior Staff

1. Jay Daley: Update on meeting venue work

IETF-122: Jay Daley provided an update on some of the contracting for audio/visual for IETF 122 in Bangkok.

IETF-125: Laura Nugent updated the board regarding continued challenges with the planning of IETF 125.

IETF-128: A site visit will take place in India this year to review potential meeting venues for IETF 128.

2. Retreat Dates

The board is discussing a retreat in May 2025. Shauna Turner recommended that the retreat be 2 full days to allow for more time for strategic planning.

Part III: Board + ED Only

1. Shauna Turner: Treasury & Finance Updates

Shauna shared the highlights of discussions with Goldman Sachs regarding redistributing our investment holdings to increase our yield and requested GS join the March board meeting to provide updates to the full board.

Shauna further discussed reviewing and improving governance policies related to investment and cash management to ensure transparency regarding oversight.

A change request was made to harmonize finance approvals so that the ED holds independent authority for operational cash management consistent with the approval levels as described in

the Delegated Authorities document. This will ensure consistency with compliance and the separation of operating and board responsibilities.

2. AOB

Roman updated the board on his involvement in Internet Governance activities: WSIS+20 and IGF will take place in 2025. Roman will be presenting there. Our main message at this stage needs to be that remote participation works in a lot of different dimensions.

Part IV: Board Only

1. Discuss IETF-122 BoF proposals on the NomCom and meeting network (Jason's suggestions on the meeting network)

Shauna had previously expressed timing and other concerns regarding the NomCom BoF proposal, based on her recent service as NomCom liaison. The board decided to defer this BoF proposal to IETF-123 and Shauna agreed to take leadership in representing the LLC Board for related topics and discussions.

On the network-related BoF, the board discussed the push back in the IESG that arose from not having much in the way of details shared in advance. Some of this may be related to people that prefer to maintain the status quo but the board felt it better to take more time so that details can be developed. It was agreed that this BoF proposal would be deferred to IETF-123 as well. The board asked Jason to submit his suggestions that have been circulated among board members as an individual draft. No responsibility on the board has yet been assigned for the next BoF proposal.

Action Items:

Action 83-01: Michelle Cotton will begin an e-vote for approving the December 2024 Financial Statements.

Action 83-02: Roman Danyliw to inquire with the IESG and IAB regarding what information they would like to receive updates on from the IETF LLC Board.