

Meeting: LLC Board

Date: September 3, 2025

Meeting Number: 89

Attendees

LLC Board:

- Gonzalo Camarillo, Director
- Roman Danyliw, Director and IETF Chair
- Mirjam Kühne, Director and Chair
- Shauna Turner, Director and Treasurer
- George Michaelson, Director

Staff/Secretariat:

- Jay Daley, IETF Executive Director, LLC Staff
- Sandy Ginoza, Director of RPC Operations, LLC Staff
- Jean Mahoney, Director of RPC Communications and Strategy, LLC Staff
- Cindy Morgan, Director of Leadership Operations, Secretariat
- Laura Nugent, Director of Administration and Events, Secretariat
- Jennifer Richards, Senior Software Developer, LLC Staff
- Debbie Sasser, Director of Finance, LLC Staff
- Robert Sparks, Senior Director of Information Technology, LLC Staff
- Greg Wood, Senior Director of Communications and Operations, LLC Staff

Observers/Guests:

- Sean Croghan
- Warren Kumari
- Dave Lawrence, IETF Liaison to the ICANN Board of Directors
- Jean F. Queralt

Scribe

- Michelle Cotton, Board Secretary, Secretariat

Part I: Open to the Public

1. Conflicts of Interest Declared:

None

2. Approval of prior board meeting minutes and review outstanding action items

Proposed resolution: *RESOLVED, The 9 July 2025 LLC Board Meeting Minutes are approved.*

Unanimously Approved by Live Roll Call Vote

The Board Chair and Board Secretary reviewed all the outstanding action items prior to this meeting. All have been either closed or updated.

3. Review & approve prior month's financial statement

The Director of Finance reported that we have many financial statements ready for approval and posting on the website. The IETF 121 Meeting Report also needs approval. It was delayed waiting for review of the input VAT refund request. They have completed the audit and we will be receiving the whole refund.

Proposed resolution: *RESOLVED, The IETF 121 Meeting Recap Report is approved.*

Unanimously Approved by Live Roll Call Vote

Proposed resolution: *RESOLVED, The May 2025 Financial Statements are approved.*

Unanimously Approved by Live Roll Call Vote

Proposed resolution: *RESOLVED, The June 2025 Financial Statements are approved.*

Unanimously Approved by Live Roll Call Vote

Proposed resolution: *RESOLVED, The July 2025 Financial Statements are approved.*

Unanimously Approved by Live Roll Call Vote

5. Report from the IETF Liaison to the ICANN Board

The IETF Liaison to the ICANN Board reported that at the IETF meeting in Madrid, Mirja Kühlewind set-up a Liaison meeting, which included several ICANN liaisons in different capacities and the Community Coordination Group (CCG). The CCG has become more active and is in the process of adding more structure to the group. The October 2025 meeting has moved from Oman to Dublin. There will be an ICANN Board workshop meeting next week in Madrid.

There is the situation that continues with the court case relating to the status and ongoing operations of AFRINIC. There was a major update in which the Prime Minister of Mauritius designated AFRINIC as a special corporation. Discussions continue.

Governance working group is working on a document for the root-server system operators to formalize the relationships. A model similar to the RIRs is what is being proposed. The document is currently out for public comment. Updates will be provided as they develop.

6. IETF Chair Report - Public

Public IETF Chair Report

For the IETF Administration LLC Board meeting on 3 September 2025

This report is provided by the IETF Chair and is read through at the meeting as it is not available to observers.

- The following new working groups have been created:
 - *none*
- The following working groups have been closed:
 - [DNS PRIVate Exchange](#) (DPRIVE)
- The IESG has been preparing for the upcoming IETF 124 in Montreal
 - No BOFs have been selected.
 - The IESG and IAB are experimenting with ["Ask Me Anything" sessions](#) prior to the first deadline for IETF 124 BOF proposals

- The IESG received two appeals
 - [IESG-Appeal-141](#) for actions in the TLS WG
 - [IESG-Appeal-143](#) for actions in the MODPOD WG
 - Engagement of IETF Counsel in the IETF discussions
 - [8-August-2025 on antitrust-policy@ietf list](#)
 - Community Appointments
 - The IAB [reappointed Russ Housley and Barry Leiba](#) to the Community Coordination Group which provides advice and guidance to the IETF Trust in matters related to the IANA trademarks and the IANA domain names
 - 2025 NomCom issued a [call for nominations](#) which ends on September 29, 2025
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7. Executive Director Report - Public

Public Executive Director Report

For the IETF Administration LLC Board meeting on 3 September 2025

This report is provided by the IETF Executive Director and is read through at the meeting as it is not available to observers. There is one separate confidential report.

1. Strategic Matters

Strategic Plan

The strategic plan has been [revised](#) following the board retreat and is now ready for approval in draft form for community consultation, prior to final adoption. There have been the following changes since the last plan, as requested by the board:

- The Mission Statement and Values have been removed and replaced with a new Operating Principles section that includes principles given in BCP 101 and those adopted by the board.
- The Strategic Goals have been removed.
- The Strategic Transformations have been revised and a new column added to show in which year of the three year strategy, the transformation is expected to complete.

- The commentary around the Strategic Transformations has been removed.

One change requested by the board has not been made, which is to separate this into two documents as the new document is much shorter and splitting it would make it hard to read.

Proposed resolution: *RESOLVED, The Draft IETF Administrative Strategic Plan 2025 is approved for community consultation.*

Some comments have been provided in the document. Requires more review and discussion.

2. Policies

Nothing to report.

3. Finance

2026 Budget

Work on the 2026 budget is continuing.

Meeting registration fees review

As a reminder, BCP 101 (RFC 8711 Section 7.5) sets the following policy for meeting registration fees:

The IETF Executive Director sets those meeting fees, in consultation with other IETF LLC staff and the IETF community, with approval by the IETF LLC Board.

Furthermore, the board has previously resolved that the Executive Director review meeting fees annually.

The fees have been reviewed and while meetings continue to run at an overall deficit and costs continue to increase significantly (as will be discussed in the Board + Senior Staff section of the agenda), there is no scope to keep them unchanged. The proposal is therefore to adjust them in line with inflation, which is estimated at 2.5%, giving the following new fees in USD:

	Previous	Current	2.5% uplift	Proposed	Uplift
ONSITE					
Super Early Registration	875	925	948	950	2.70%

Early Registration	1,095	1,155	1,184	1,175	1.73%
Standard Registration	1,200	1,265	1,297	1,300	2.77%
Student Registration	150	160	164	165	3.13%
One Day Super Early	470	495	507	500	1.01%
One Day Early	590	620	636	630	1.61%
One Day Standard	645	680	697	700	2.94%
REMOTE					
One Day Standard	200	210	215	215	2.38%
Student Pass	55	58	59	60	3.45%
Standard Rate	360	380	390	390	2.63%
Early	310	327	335	335	2.45%
Super Early	250	264	271	270	2.27%
One Day Super Early	140	148	152	150	1.35%
One Day Early	170	180	185	185	2.78%

If the board approves then the community will be consulted and a final proposal brought to the November board meeting.

Proposed resolution: *RESOLVED, The proposed new registration fees are approved for community consultation.*

Unanimously Approved by Live Roll Call Vote

4. RFPs and contracts

Secretariat RFP(s)

This will be discussed in the Board + ED section of the agenda.

5. Meetings

IETF 123 Madrid

The [post-meeting survey](#) indicates that IETF 123 Madrid was a very successful meeting and the registration numbers show that it was very well attended.

Hackathon integration

In addition to the issues noted in the blog post, there is one other area for the board to be aware of. While much progress has been made in integrating the Hackathon with the rest of the meeting, there are still some issues to be addressed:

- We have many more people register for the Hackathon than actually turn up, making it hard to order the correct amount of food and beverages and reserve the correct space.
- This meeting was unusual in that there were 38 free Hackathon passes issued, well up from the normal ~10-15. We had at least one person using a free Hackathon pass to attend the rest of the meeting, which was addressed directly with that person after the meeting, but we suspect there were a few more.

We continue to discuss this with the Hackathon chairs.

New Participant Program

The second of the revised New Participant Programs was held at IETF 123 Madrid and was well received by those that participated as reported in the [post-program survey](#). The program continues to be refined.

IETF 124 Montreal

As reported by email, the meetings team discovered a set of registrations that were clearly an attempt at visa fraud. These registrations were cancelled and the Canadian visa authorities informed.

IETF 125 Shenzhen

Registration for IETF 125 Shenzhen is due to open in late September.

Work is still underway on the operational considerations plan, which includes the management of equipment.

Side Meetings

Work is ongoing to help the IESG understand what side meetings are used for and produce a set of categories that may lead to different processes around side meetings at some point in the future.

Progress on booking meetings

A summary of negotiations for future meetings will be provided in the Board + Senior Staff section of the agenda.

IETF Network review

As previously reported, the Executive Director has been reviewing the IETF Network provision and has produced an [Internet-Draft](#) setting out the background to this review. Part of that review has been tidying up the arrangements for what NOC members are onsite at IETF meetings, what roles they perform and what financial support they are given. This is to address the current situation where multiple people receive travel support with no clarity around roles or responsibilities.

There have been a couple of rounds of proposal and consultation with the NOC and the proposal is now ready to implement. One part of this requires board approval.

The proposal is in three parts:

1. A brief [NOC Volunteer Policy](#) (an operational policy) that says:
 - a. All NOC volunteers must sign an agreement (details below)
 - b. What financial support may be made available and the rules around how that is agreed and paid. This covers free registrations, complimentary accommodation, and direct travel costs.
 - c. Who is eligible for financial support and who isn't.
2. A [NOC Volunteer agreement](#), which covers:
 - a. Policy compliance, by treating all NOC volunteers as Covered Individuals
 - b. Confidentiality
 - c. IP, by treating all NOC work as Contributions under RFC 5378
 - d. Ownership of donations
3. The NOC must define in advance of each meeting (subject to ED agreement) a set of NOC roles for which financial support is requested.

As noted above, the board is only being asked to approve the operational policy, in line with all other policies, with the rest of this being operational details managed by the ED. The policy is sufficiently generic that approving it now still allows changes to other aspects of the proposal.

Proposed resolution: *RESOLVED, The proposed NOC Volunteer Policy is approved.*

Unanimously Approved by Live Roll Call Vote

6. Tools/RPC/RSWG/RSCE

RPC Tools refresh and new rfc-editor.org website

Work on the RPC Tools refresh and the new rfc-editor.org website continues to be the highest priority of the tools team, in order to be ready for the RFC 10K milestone.

The new application for the RPC to manage their processes (codename Purple) is seeing rapid progress.

The new rfc-editor.org website (codename Red), which is being developed, partly because all of the backend database communication needs to change, and partly because the current website is particularly old and with poor usability, is also making rapid progress. The new design was provided by a UX design company in 2023 but work only began in earnest in 2024 due to resourcing issues. This website is now being previewed at various fora and a live demo is planned to be available for participants to test out at IETF 124 Montreal.

Phase 2 of the new rfc-editor.org website, which is being funded by an ICANN grant, is also well underway at the initial design phase using the same UX design company and specific designer so that they are already up to speed on our peculiarities.

Erroneous grammar change

There was a recent change to RFCXML grammar in xml2rfc that did not comply with the current policy that such changes can only be made by an editorial stream RFC, nor would it have complied with the future policy, which delegates authority to the RPC to make such changes, as there was no consultation and discussion about it. Ultimately this was down to a misunderstanding and will not be repeated. An apology has been sent to participants in the RSWG and the RSAB.

Management resources in Tools Team

From September onwards, some of the managerial workload of the Senior Director of IT will be delegated to one of the Senior Developers, Jennifer Richards. Currently this is reflected in a small change to her current job description but as it develops it may lead to a more substantive review and a possible title change.

7. IESG/IAB/IRTF/Trust

Review of the Note Well

In 2024 some WG Chairs raised a number of questions about the Note Well and IETF Counsel attended the WG Chairs lunch at IETF 120 Vancouver to answer questions. This led to the Executive Director taking an action to fully review the Note Well, which has now been completed and the review passed over to the IESG for deliberation.

IETF Trust transfer to IETF IPMC

The IETF Trust transfer into an LLC called the IETF Intellectual Property Management Corporation (IPMC) is still held up by the need to address the transfer of the IANA IPR. This is governed by the [IANA IPR Community Agreement](#), which the Internet Society signed on behalf of the IETF as it predates the IETF LLC.

As a reminder, for the IANA IPR to transfer, it needs the agreement of the IANA IPR Community Coordination Group (CCG) and formal consent from the original signatories. The CCG is a 9-person body made up of 3 representatives from each of the names, numbers and protocols constituencies. The IETF representatives (protocols) are appointed by the IAB and are currently Barry Leiba, Russ Housley and Tim Wicinski.

The CCG wrote a letter to the IETF Trust recommending changes to the IPMC bylaws and the IETF Trust has now written back to the CCG confirming that they will amend the bylaws as formally requested. However, the letter made no mention of the other concerns raised about the bylaws by the CCG. These are much the same issues raised by IETF counsel when the bylaws were first proposed, largely around the inclusion of language from the original Trust agreement that should not be in company bylaws. The CCG have asked the Trust to look at this again and a response from the Trust is awaited.

IETF Trust/IPMC retreat

The IETF Trust/IPMC are planning a retreat at IETF 124 Montreal and have asked if the Executive Director can join for a part of that.

8. Communications/Outreach

Research and insights analyst

This job is now out to advertisement but has run afoul of the new ability of applicants to have AI generate a letter for them, making it hard to separate out the candidates.

9. Fundraising

Outstanding invoices

The Director of Finance reviewed our sponsorship invoices earlier this year and found several that had not been paid, long after they were due. The Sponsorship Coordinator has chased payment and most have now been paid.

10. Miscellaneous

AI

Now that AI is mainstream, there are a set of questions about its usage within the IETF that are still to be answered. At this stage it is not clear if the IETF LLC has any role to play here, but should become apparent over time. These questions include:

- What usage should AI companies be allowed to make of IETF licensed content? (This was first raised with the IETF Trust in 2023)
- Is AI generated text allowed in RFCs and if so how is it referenced? (RFC 9405 "AI Sarcasm Detection: Insult Your AI without Offending It" lists ChatGPT as an author but it is an April 1st RFC)
- Should WG Chairs use AI transcription and/or AI summarisation and should those be built into the tools?

Legal declarations

We regularly receive requests from lawyers working for parties involved in IPR disputes to issue declarations about the publication dates of specific Internet-Drafts or RFCs, which we comply with if possible and then post the [declarations on our website](#). These declarations are made under penalty of perjury by RPC and Secretariat staff and so it is vital that these are legally correct.

We recently received some requests that were more complicated than normal and a concern was then raised by the Secretariat that the standard declaration text was not appropriate in these cases. This led to a full review of the various complexities and the text of the declarations, leading to new text being proposed. This is now with counsel to turn into the final text to be used.

ModPod

The Moderation Procedures WG is nearing completion of its core document [IETF Community Moderation](#). This has a section "Relation to the IETF LLC" that was largely authored by the Executive Director and the WG has been informed that the IETF LLC is happy with this text. This recognises that we may need to take emergency action under specific circumstances.

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 moderator 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 [\[RFC8711\]](#)

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

8. AOB & Questions from observers

None

Part II: Board + Senior Staff

1. Executive Director: Review of venue cost limits

The Executive Director shared a confidential report with the board detailing the current venue cost limits and proposed changes. Dir. Michaelson suggested reviewing these types of cost structures more often to understand trends associated with meetings. The Board would like to review more details related to venue cost limits and structure of those costs prior to making changes going forward. This would be a larger conversation

suitable for a retreat or special meeting. The Board will limit the approval for the revised venue limits just for a potential meeting in 2027.

Proposed resolution: *RESOLVED, The revised delegated venue limits are approved for a potential meeting in 2027.*

Unanimously Approved by Live Roll Call Vote

2. Director of Finance: Format of monthly financial statement activity

The Director of Finance reviewed the current reporting format for the financial statements and where there is some potential confusion for the reader. A suggestion was made to update the reporting to more clearly reflect the financial results.

Proposed resolution: *RESOLVED, The change to the format of the monthly statement of financial activity is approved.*

Unanimously Approved by Live Roll Call Vote

3. AOB

None

Part III: Board + Executive Director

1. Secretariat RFP Status (Executive Director)

The Executive Director updated the board on the current status of the Secretariat RFP. The Board agreed to offer a three-month extension of the contract to provide further time for RFP preparation as requested by the Executive Director.

Proposed resolution: *RESOLVED, An offer to extend the Secretariat contract by three months is approved.*

Unanimously Approved

2. Equipment and credentials security at IETF 125 (Executive Director)

The Board discussed the security of equipment and credentials at IETF 125.

3. Travel and Expense Reimbursement Policy (Executive Director)

The Executive Director floated possible changes to the eligibility for Business Class travel as defined in the Travel and Expense Reimbursement Policy, as a possible way to reduce the total cost of travel. The Board raised concerns with introducing eligibility by seniority or extending the flight time for eligibility, but were open to changes based on the nature of the work the traveller is required to perform and the rest period before that.

The Executive Director undertook to work on this further.

4. IETF 127 expanded response (Board Chair)

The Board discussed and approved the text of the expanded response on IETF 127 and authorised the Executive Director to send it on behalf of the Board.

Proposed resolution: *RESOLVED, The expanded response on IETF 127 is approved and the Executive Director authorized to send it on behalf of the Board.*

Unanimously Approved

5. AOB

The board discussed the meeting agenda and agreed to book future board meetings in a two-hour slot.

Part IV: Board Only

1. Treasurer August Projects: Investment Review & Meeting Preparation

The Treasurer previewed the upcoming quarterly meeting with Goldman Sachs, which will include the annual review of the Investment Policy and investment strategy. Board members were reminded of the October meeting and advised that briefing materials will be circulated in advance. The discussion will help refine the organization's investment risk appetite in alignment with IETF investment principles.

2. AOB

The Board Chair confirmed that she reviewed older action items together with the Board Secretary and closed most of them.

Dir. Michaelson gave a short update about the work of the NomCom: The process has only started recently and is expected to pick up over the next few months.

Summary of Board Resolutions:

- Resolution 89-01: The 9 July 2025 LLC Board Meeting Minutes are approved.
- Resolution 89-02: The IETF 121 Meeting Recap Report is approved.
- Resolution 89-03: The May 2025 Financial Statements are approved.
- Resolution 89-04: The June 2025 Financial Statements are approved.
- Resolution 89-05: The July 2025 Financial Statements are approved.
- Resolution 89-06: The proposed new registration fees are approved for community consultation.
- Resolution 89-07: The proposed NOC Volunteer Policy is approved.
- Resolution 89-08: The revised delegated venue limits are approved for a potential meeting in 2027.
- Resolution 89-09: The change to the format of the monthly statement of financial activity is approved.
- Resolution 89-10: An offer to extend the Secretariat contract by three months is approved.
- Resolution 89-11: The expanded response on IETF 127 is approved and the Executive Director authorized to send it on behalf of the Board.

Board Resolutions can be found at <https://www.ietf.org/administration/llc-board/>.

Summary of Action Items:

A89-01: Schedule 2 hour board meetings starting with the October meeting