NANOG Board of Directors Meeting Minutes
August 16, 2011
Teleconference

The regular meeting of the NANOG Board of Directors was called to order at 12:03pm on the date listed above by Steven Feldman, Chair.

Present:

1. Steven Feldman, Chair
2. Sylvie LaPerriere, Vice Chair
3. Betty Burke, Executive Director
4. Mike Smith, Communications Committee Chair
5. Richard Steenburgen

Ex-Officio:

1. Tony Kapela
2. Dan Golding
3. Kirsten Machi (AMS)
4. Anabel Martinez (AMS)
5. Bettina Skehan (AMS)

Not Present:

1. Patrick Gilmore, Secretary
2. Duane Wessels, Treasurer
3. Steve Gibbard
4. Chris Quesada, Development Committee Chair (Ex-Officio)
5. David Meyer, Program Committee Chair (Ex-Officio)

Steven Feldman opened the meeting welcoming Mike, and announced that the Board members had accepted Rob Seastrom's resignation and Mike's appointment unanimously via email last week.

1. **Previous Meeting Minutes**

   Minutes from the July 19, 2011 and August 2, 2011 meetings respectively, were approved.

   Board members who had taken minutes during the October 2010 – December 2010 period were urged to send them to Bettina to be uploaded to the NANOG website.

2. **NANOG 52 Update**

   Merit will have the credit card reconciliation completed by September 15.

Betty and Bettina are still working on outstanding sponsorship.

The new MOU process was briefly explained to the Board; with the addition of the new statement that says that we need to receive payment prior to the event or otherwise we will withdraw the sponsorship opportunity and the free passes.

The Board was reminded of the N53 financial report that AMS created and sends out to the Board with regular updates.

3. **NANOG 53 Update**
   Betty sent out a reminder yesterday that registration fees have now increased.

   The PC will meet later this week to discuss anticipated submissions.

   Comcast visited the meeting venue and had talks with Tony regarding connectivity. We also have the AV information that we need to support the meeting. AMS is working on F&B based on Sylvie's spreadsheet from NANOG 52. No issues regarding the room block.

4. **NANOG 54 Update**
   We are generating sponsor revenue.

   Some people are postponing submitting proposals as they will rather go to San Diego than Philadelphia, which raises the issue that has been discussed in the past. It was suggested that we perhaps release future meeting information too soon.

   There had been discussion with the chair of the PC regarding the issue of connectivity, the cost of the AT&T circuit, and the need for the host to use an outside provider.

   Steve still owes the board a written report of his trip to the venue.

   - **Action Item Steve:** to submit a written report to the Board regarding his trip to the NANOG 53 venue

5. **Future Meetings**
   Betty updated the board of NANOG 55 in Vancouver; she will follow up with the host regarding the MOU, as well as email confirmation from Telx regarding their offer to provide connectivity free of charge. Betty will also look at the hotel proposal for January 2013.
   - **Action Item Betty:** Follow up with host regarding the MOU for NANOG 55
   - **Action Item Betty:** Follow up with Telx regarding connectivity for NANOG 55
   - **Action Item Betty:** Look at the hotel proposal for January 2013

6. **Committee Reports**

   a. **Program Committee:** No update

   b. **Development Committee**: Betty has a call this afternoon with the DC Chair primarily around the continued high interest in B&G, and lack of lunch sponsors. Based on reviewing the diagram for

the room where we're hosting B&G, we can increase sponsorship from 10 to 13.

c. **Membership/Elections:** Chair not present at this meeting but sent a note to Steve regarding the expiring board members, and that Richard, Patrick, and Betty need to start recruiting.

Election Committee has been formed: Patrick, Dave, Betty, and Bettina. AMS will track the election submissions and the support comments from the members, and post on the website accordingly. Steve G and Betty will oversee the process regarding suggested Bylaws amendments, first with the Board and then with the community.

- **Action Item AMS:** Track submissions.

Betty obtained a copy of ARIN's candidate questionnaire, which she will edit and share with Election Committee.

- **Action Item Betty:** Revise candidate questionnaire and share with Election Committee.

d. **Communications Committee:** Steve sent an email to the individual members asking how they want to proceed with the CC. He received one response stating that this wasn't what that individual signed up for; was under the impression that it was about messaging and the social aspect, however, this is managed by the Development Committee and the Board.

The Board needs to discuss long-term and short-term. It was suggested that the CC to be dissolved and replaced with a technology committee, but the decision will have to wait until October. It was suggested that this issue is discussed at the Board retreat and also posted to the community and the membership for a vote.

The discussion about the CC will ultimately be a Bylaws discussion, and it was advised not to make this complicated so it distracts from the important issues.

- **Action Item Betty:** Set up a call with Mike and Steve and set a strategy to discuss Bylaws and the CC at the Board retreat.

7. **Financial Report (Betty):** Financial status is good. Betty is working on a monthly report to determine if we can afford the technical vendor proposals. There is some concern regarding outstanding sponsor payments.

Going into NANOG 53, our expenses are on track. We will owe another deposit to the hotel coming up, and hotel credit applications will help on the budget.

We have received the balance sheets from AMS for June and July. Need to have a better handle on the budget before the election.

- **Sponsorship:** We are exceeding the revenue target for NANOG53.

- **Donors:** No new donors.

8. **ED Report:** Betty and AMS are working on uploading Board minutes on website in response to the community.

   We are managing the election process in a proper manner.

   There is still some outstanding amount of work regarding the transition, some web issues and some Mailman issues.

9. **AMS Report:**

   IT: There are still some issues with the PC tool, and Steve is helping Matt with access. There is something wrong with the Agenda Tool, and Matt needs Steve's help with it. AMS is aware of the urgency.

   - **Action Item AMS**: To give update at the next Board call re. the servers and moving Mailman over.

   ARO Training: AMS will contact all Board members and chairs for one-on-one training; scheduled to be completed by September 1.

   Financial Statements: Betty to talk to Dan and Duane about the approval process, and an appropriate location for posting them. Also need to set up a process for alerting AMS that they have been approved, so we can keep the proper records for audit purposes.

   Membership update: Since NANOG 52, we have received 10 new membership applications.

   NANOG 53: 116 registrations: 34 members, 5 unpaid, 21 comped. Three MOUs are still not returned to AMS. Have left messages with two outstanding vendors; XKL and Cisco.

10. **Special Projects:** Betty is working on the financials, and we are hard pressed to support the first proposal. She has prepared slides and will share with the Board later.

    We have two proposals; Verilan and 2Fast4Wireless, both proposals are available on Google Doc. A third option is to do this service in-house. This is a one-off cost of $62K. There will be additional costs due to ongoing maintenance, depreciation, and replacement parts, although we can probably get some spares from donations. There are shipping costs whether we go with a vendor or an in-house solution. According to the technical consultant, the equipment should last at least three years. There is a potential saving of $20K per meeting.

    The big issue is relying on volunteer workers. Even with outsourcing staff, it will still be cheaper than a contracted vendor.

    Another issue is the design aspect if we go with an in-house solution, if the community can support that.

    The issue of continuity was also raised if we have to depend on volunteer support. We will need to

work with trained staff that has done professional media work before.

For video and archive purposes, we need to have a thorough demonstration.

- **Action Item Betty:** Go back to Verilan for a lower re-quote.
- **Action Item Betty:** Work with Tony and Richard to set up a cost analysis to share with the board.

The Board must reach a decision within the next 14 days.

11. **Meeting adjourned at 1:02pm**