

## **RSSAC Executive Committee Meeting**

14 April 2014 | 14:00 UTC  
icann.adobeconnect.com/rssac  
Adigo Conference Bridge: 8365

### Call to Order

### Roll Call

Present      B—Bill Manning  
                  C—Paul Vixie  
                  D—Tripti Sinha  
                  F—Suzanne Woolf  
                  G—Jim Cassell  
                  I—Lars-Johan Liman  
                  K—Daniel Karrenberg  
                  M—Jun Murai

IANA Functions Operator—Elise Gerich  
Root Zone Maintainer—Duane Wessels

IAB Liaison—Marc Blanchet  
SSAC Liaison—Russ Mundy

Staff—Julie Hedlund, David Olive, Carlos Reyes, Barbara Roseman,  
          Steve Sheng

Not Present    A/J—Brad Verd  
                  E—David Swager  
                  H—Howard Kash  
                  L—John Crain  
                  IANA Functions Administrator

### Agenda Review

Re-Appointment of Representatives from B, C, K, and M added to Any Other Business

### Procedure for Minutes

The RSSAC Executive Committee discussed its procedure for publication of meeting minutes. Consensus was reached that there will be two sets of minutes: 1) informal

notes for internal use, 2) formal minutes for publication—first distributed as a draft then approved at the subsequent meeting.

*Resolution 2014.04.14.01* by Daniel Karrenberg:

RSSAC normally prepares informal notes of its meetings as an internal tool. Normally ICANN staff provides these notes to RSSAC as quickly as possible after the meeting. These notes are not published and have no formal status.

*Amendment* from Lars-Johan Liman:

These notes are to be kept in RSSAC internal archives for future reference.

*Second* by Bill Manning

*Vote*

In Favor: B, C, D, F, G, I, K  
Opposed: None

The motion carried.

The RSSAC Executive committee also discussed the format of their published minutes.

*Resolution 2014.04.14.02* by Daniel Karrenberg:

The RSSAC chair has formal minutes prepared of each meeting. These minutes will contain at least: participants (w/ apologies), date/time, meeting venue, agenda, resolutions, and action items. The minutes may contain details about the deliberations as decided by RSSAC.

*Amendment* from Lars-Johan Liman:

The formal minutes will be circulated within the committee no later than 10 working days after the meeting for review and will be published as 'draft minutes' no later than 15 working days after the meeting. They will be approved at the meeting subsequent to their publication after which the 'draft' indicator will be removed.

*Second* by Suzanne Woolf

*Vote*

In Favor: B, C, D, F, G, I, K  
Opposed: None

The motion carried.

[Jun Murai joined the meeting.]

### Minutes from Previous Meetings

The RSSAC Executive Committee discussed what to do with minutes from its meetings on 14 March and 25 March.

*Resolution 2014.04.14.03* by Lars-Johan Liman:

RSSAC to prepare formal minutes from the meetings on 14 March and 25 March, based on the informal notes, and have them ratified during the next meeting.

*Second* by Daniel Karrenberg

*Vote*

In Favor: B, C, D, F, G, I, K, M  
Opposed: None

The motion carried.

**Action Item: Carlos Reyes to draft formal minutes from 14 March and 25 March meetings and circulate to [rssac-exec@icann.org](mailto:rssac-exec@icann.org).**

### Operational Procedures Document

The RSSAC Executive Committee had a substantive discussion on the definitions of 'RSSAC,' 'RSSAC Executive Committee,' and 'Caucus' as used in the latest drafts of the operational procedures document. Julie Hedlund from ICANN will be the keeper of the document now.

[Bill Manning left the meeting.]

The RSSAC Executive Committee agreed that establishing the caucus was a priority and agreed on principles and procedures for the Caucus prior to finalizing the operational procedures document. The RSSAC Executive Committee expressed its intention to integrate the Caucus principles and procedures into the operational procedures document later.

*Resolution 2014.04.14.05* by Daniel Karrenberg:

RSSAC will establish a caucus according to <https://community.icann.org/download/attachments/42734435/20140409-dfk-rssac-caucus.txt>

*Second* by Paul Vixie

*Vote*

In Favor: C, D, F, G, I, K, M  
Opposed: None

The motion carried.

**Action Item: Julie Hedlund to create a separate document defining the Caucus.**

[Paul Vixie left the meeting. The meeting lost quorum.]

The discussion about voting procedures and Resolution 2014.04.14.04 was postponed.

Transition of IANA Functions Discussion

Suzanne Woolf provided an overview of the NTIA announcement and ICANN's recent activity regarding the transition of the IANA functions. The RSSAC was urged to review ICANN's plan for a proposal.

**Action Item: Suzanne Woolf to prepare an executive summary of RSSAC's role in the discussion about the transition of the IANA functions so Lars-Johan Liman can ask for volunteers.**

Work Plan

The RSSAC Executive Committee discussed Lars-Johan Liman's proposal for a work plan for the next six months.

**Action Item: Carlos Reyes to publish work plan on the RSSAC wiki and webpage.**

Next Meetings

The RSSAC Executive Committee discussed its teleconference schedule as well as proposed dates for its next face-to-face meetings and the convening of the Caucus at ICANN 50 in London and IETF 90 in Toronto.

**Action Item: Carlos to distribute Doodle polls for 30 April, 15 May, 31 May.**

Any Other Business

The RSSAC Executive Committee discussed the re-appointment of representatives from B, C, K, and M and agreed that it would occur at the end of the calendar year.

**Action Item: Lars-Johan Liman to draft a note to the Board explaining the sequencing for the re-appointment of B, C, K, M representatives.**

Tripti Sinha asked about the status of her appointment to RSSAC.

**Action Item: Barbara Roseman to work with Board Support on the appointment of Tripti Sinha as D-root representative.**

### Adjournment

The RSSAC Executive Committee adjourned and concluded its meeting with no objections.

### Action Items

- Carlos Reyes to draft formal minutes from 14 March and 25 March meetings and circulate to [rssac-exec@icann.org](mailto:rssac-exec@icann.org).
- Julie Hedlund to create a separate document defining the Caucus.
- Suzanne Woolf to prepare an executive summary of RSSAC's role in the discussion about the transition of the IANA functions so Lars-Johan Liman can ask for volunteers.
- Carlos Reyes to publish work plan on the RSSAC wiki and webpage.
- Carlos Reyes to distribute Doodle polls for 30 April, 15 May, 31 May.
- Lars-Johan Liman to draft a note to the Board explaining the sequencing for the re-appointment of B, C, K, M representatives.
- Barbara Roseman to work with Board Support on the appointment of Tripti Sinha as D-root representative.