

RSSAC Executive Committee Meeting
14 April 2014 | 14:00 UTC
Teleconference

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

Action Items

- Carlos Reyes to draft formal minutes from 14 March and 25 March meetings and circulate to 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.

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.

Motion 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.

Motion 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
- 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 as soon no later than working 10 days after the meeting for review, and will be publish 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.]

Past Minutes

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

Motion 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.

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 to define the Caucus—its structure, scope, and work—in a separate document from the operational procedures documents.

Motion 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 was tabled.

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 Meeting

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.