NANOG Board of Directors Meeting Minutes  
May 25, 2012  
Teleconference

The regular meeting of the NANOG Board of Directors was called to order at 11:05am on the date listed above by Duane Wessels, Vice Chair.

In Attendance:  
Duane Wessels, Vice Chair  
Steve Gibbard, Secretary  
Mike Smith, Treasurer  
Patrick Gilmore  

Ex-Officio:  
Misako Manca, Development Committee Chair  
Randy Epstein, Communications Committee Rep.  
Cat Rodery, Membership Sub Committee

Joined Late:  
Betty Burke, Executive Director  

Not Attending:  
Richard Steenbergen (RAS)  
Sylvie LaPerriere, Chair

Staff:  
Florenzia Dazzi, NANOG Secretariat  
Anabel Martinez, NANOG Secretariat  
Karen Moore, NANOG Secretariat

Guest:  
Gary Selick

1) Administrative Items
   • Minutes of the May 11, 2012 meeting were approved  
     ➢ MOTION to approve minutes - Made by Patrick; seconded by Mike; passed unanimously

2) Committee Reports:  
a) Communications Committee (Randy):  
   • Three candidates to join the CC:  
     o Valerie Wittkop (worked with Betty at Merit)  
     o Matt Griswold (works with Valerie)  
     o Webster Olson (referred by Scott Ehnert)  
     ➢ MOTION to approve accepting members into the Communications Committee, with the caveat that Webster Olson needs to join as a member first- Made by Steve; seconded by Mike; passed unanimously

b) Program Committee (Patrick):  
   • The PC is very well run  
   • There is a good program in place for N55

c) Development Committee (Misako):  
   • There was a number of last-minute sponsorship cancellations  
   • The board and the DC will discuss in Vancouver putting together a process to manage cancellations and last-minute payments
3) **AMS Report (Flor):**
   - Vancouver meeting plans are on track: 390 individuals registered as of today

4) **Strategic Plan (Betty):**
   - Working on future meetings: we withdrew from the June 2013 contract in Nashville, due to concerns about connectivity. Currently considering the other hotels in the short list
   - Proposed BoD retreat in December:
     - Dates: December 2, 3 & 4 or 9, 10 & 11
     - Possible Location: San Francisco Area (AMS offices), Ann Arbor (MI) or other hotel
   - Betty sent the draft Member Meeting Slides to the BoD for review
     - **Action:** Board members to review and provide feedback
   - The 2012 election timeline posted on GDocs was approved
     - The BoD needs to recruit new members for BoD and Committees
   - Committees Responsibilities document posted on GDocs
     - **Action:** Board members to provide feedback by next Monday
     - **Action:** Betty to hand out hard copies to Committee Members in Vancouver
   - Verilan and Swank contracts annual review
     - Duane volunteered to work with Betty on the review. Betty will also include Steve G. in the process
   - AMS Annual Review: completed by Sylvie and Betty
   - Educational & Scholarship Program
     - Steve G. has set a meeting with Paul Vixie to discuss the program after the Vancouver meeting
     - **Action:** Steve G. to draft slides to present at the Community Meeting
     - **Action:** Steve G., Misako and Fearghas to meet in Vancouver and discuss the Postel Scholarship beyond 2012

5) **Membership (Cat):**
   - Lands End store to be set up over the weekend
   - Working on updating the main photo on the NANOG Facebook Timeline
   - Renewal Survey has been published on the website

6) **Treasurer Report (Mike):**
   - All looks good – everything is going smoothly
     - **Action:** Mike to prepare a few slides to present at the Member Meeting in Vancouver

7) **Gary Selick: Strategic Observations**
   - Everyone seems to understand what they are doing
   - When presenting an item for discussion at any board meeting, Gary suggests following these steps:
     - Present – Review – Decide – Commit
• This procedure will encourage productive discussions and decision-making
• The DC presentation took much longer than the other Committees (14 minute versus 1 minute)
  o Recommendation to have Committee Chairs prepare their discussions using the steps suggested so that the discussions are kept to the point and on track
  o After each discussion and before moving into a new topic, an individual would say “so what was decided is XYZ” to make sure that what was decided is clear to all at the meeting
• It is important at the beginning of every meeting to identify what type of meeting it is:
  o Decision-Making meeting: items must have to be to the point and move to a decision
  o Problem-Solving: There is more time spent discussing the issue, regardless of whether a decision is made
✓ Action: Gary to send his observations to the BoD in writing

• New Business:
  o There was no new business

Meeting adjourned at 11:56am PST.

Next Board meeting: Wednesday, June 6, 2012 at 1:30pm PDT (face to face in Vancouver)