

RSSAC Executive Meeting  
10 December 2013 | 15:00 UTC

Meeting called to order at 15:12 UTC

Roll Call

Present: A, B, C, F, G, H, K, M

Absent: D, E, I, J, L

Observers: IANA, IAB

ICANN Staff: D. Olive, C. Reyes, B. Roseman

Agenda Item 1: Discussion on future meetings

- **Action Item:** Barb to send travel support and meeting scheduling details to RSSAC Exec

Agenda Items 2 and 3: Roles and Operational procedures documents

- Suzanne Woolf indicates that a rewrite is necessary for both documents.
- Scope of process/procedures document is for RSSAC Exec.
- Some structural changes are necessary to align both documents.
- **Action Item:** Barb and Carlos to assist with document drafting and submit new draft by the first week of January 2014

Agenda Item 4: Monthly meeting schedule

- **Action Item:** Carlos to set up a Doodle poll to establish a suitable time across time zones for set RSSAC Exec meetings for the next 6 months

Agenda Item 5: Membership Committee update

- Motion: Paul Vixie asks RSSAC Support Staff to forward old RSSAC list to the RSSAC Executive Membership Committee
  - No objections. Motion carries.
- Membership Committee to provide RSSAC Exec with criteria for RSSAC members.

Agenda Item 6: AOB

Meeting adjourns