

## **RSSAC Teleconference Minutes**

31 July 2014 | 14:00 UTC

[icann.adobeconnect.com/rssac](http://icann.adobeconnect.com/rssac)

Adigo Conference Bridge: 8365

### **Attendance**

A/J Brad Verd  
B Bill Manning  
C Paul Vixie  
D Tripti Sinha  
E Kevin Jones  
F Abstain  
G Jim Cassell  
H Howard Kash  
I Lars-Johan Liman (Co-Chair)  
K Daniel Karrenberg  
L John Crain  
M Jun Murai (Co-Chair)

Root Zone Administrator	Ashley Heineman
IANA Functions Operator	Elise Gerich
Root Zone Maintainer	Duane Wessels

Liaison from SSAC Russ Mundy

Staff Julie Hedlund, Carlos Reyes, Barbara Roseman, Kathy Schnitt, Steve Sheng

### **Action Items**

- Daniel Karrenberg to send an email to the RSSAC mailing list about Root Zone Operator participation in the IANA Stewardship Transition.
- For future RSSAC in-person meeting minutes, staff will denote how attendees participated (either in-person or via teleconference).
- Carlos Reyes to publish the 10 July 2014 and 20 July 2014 minutes.
- Steve Sheng to contact RSSAC 001 and RSSAC 002 Work Party Leaders about their appointments and any feedback on the scoping documents as well as offer support for scheduling teleconferences and organizing work party efforts.
- Steve Sheng to notify the Caucus about RSSAC 001 and RSSAC 002 Work Party Leaders once they accept their roles.
- Staff to retire the [rssac-exec@icann.org](mailto:rssac-exec@icann.org) mailing list and replace it with [rssac@icann.org](mailto:rssac@icann.org).
- Julie Hedlund to make final edits to the Operational Procedures document and circulate revised draft with remaining issues.
- Lars-Johan Liman to add Membership Committee update as a consent agenda item for all RSSAC meetings.

- Julie Hedlund to incorporate the Membership Committee charter into the Operational Procedures document.
- Steve Sheng to send information to the Caucus about the RSSAC Liaison to the ICANN Nominating Committee and solicit candidates.
- Steve Sheng to send a schedule of biweekly teleconferences to the mailing list checking for conflicts, particularly with SSAC teleconferences.

### **Call to Order**

Lars-Johan Liman called the meeting to order at 14:05 UTC.

### **Roll Call**

Lars-Johan Liman conducted a roll call and a quorum was present.

### **Agenda Review**

Lars-Johan Liman reviewed the agenda for the meeting. The operational procedures document is the priority for the meeting. Lars-Johan Liman requested a discussion about the RSSAC Liaison to the Nominating Committee, and Tripti Sinha requested a discussion about the Membership Committee recommendations to Any Other Business.

### **Action Item Review**

Steve Sheng recommended that discussion about the RSSAC schedule of meetings be deferred until the next RSSAC meeting.

**ACTION ITEM: Daniel Karrenberg to send an email to the RSSAC mailing list about Root Zone Operator participation in the IANA Stewardship Transition.**

### **Approval of Minutes**

Tripti Sinha asked for more specificity in noting attendance in person and attendance via teleconference.

- **ACTION ITEM: For future RSSAC in-person meeting minutes, staff will denote how attendees participated (either in-person or via teleconference).**

Daniel Karrenberg moved for approval of the minutes from the 10 July 2014 and 20 July 2014 minutes; Tripti Sinha seconded the motion. The motion carried.

**ACTION ITEM: Carlos Reyes to publish the 10 July 2014 and 20 July 2014 minutes.**

### **Appointment of RSSAC 001 Work Party Document Leader**

Daniel Karrenberg moved for appointing Joe Abley and Terry Manderson as RSSAC 001 Work Party Document Leaders; Paul Vixie seconded the motion. The motion carried.

### **Appointment of RSSAC 002 Work Party Document Leader**

John Crain moved for appointing Alejandro Acosta and Daniel Karrenberg as RSSAC 002 Work Party Document Leaders; Paul Vixie seconded the motion. The motion carried.

**ACTION ITEM: Steve Sheng to contact RSSAC 001 and RSSAC 002 Work Party Leaders about their appointments and any feedback on the scoping documents as well as offer support for scheduling teleconferences and organizing work party efforts.**

**ACTION ITEM: Steve Sheng to notify the Caucus about RSSAC 001 and RSSAC 002 Work Party Leaders once they accept their roles.**

### **Operational Procedures Document**

The RSSAC reviewed the remaining comments, edits, and issues in the Operational Procedures document including terminology within RSSAC.

Daniel Karrenberg moved to replace “RSSAC Executive Committee” and “RSSAC Exec” with “RSSAC;” Bill Manning seconded the motion. The motion carried.

**ACTION ITEM: Staff to retire the [rssac-exec@icann.org](mailto:rssac-exec@icann.org) mailing list and replace it with [rssac@icann.org](mailto:rssac@icann.org).**

Daniel Karrenberg moved to remove references to tie-breaking voting mechanisms; Paul Vixie amended the motion to allow the Co-Chairs a vote. Brad Verd seconded the motion. The motion carried.

**ACTION ITEM: Julie Hedlund to make final edits to the Operational Procedures document and circulate revised draft with remaining issues.**

### **Any Other Business**

Tripti Sinha moved to add the Membership Committee charter to the Operational Procedures document; Daniel Karrenberg seconded the motion. The motion carried.

**ACTION ITEM: Julie Hedlund to incorporate the Membership Committee charter into the Operational Procedures document.**

The RSSAC briefly discussed the next steps for appointing the RSSAC Liaison to the ICANN Nominating Committee.

**ACTION ITEM: Steve Sheng to send information to the Caucus about the RSSAC Liaison to the ICANN Nominating Committee and solicit candidates.**

## **Upcoming Meetings**

The next RSSAC meeting will be 14 August 2014.

**ACTION ITEM: Steve Sheng to send a schedule of biweekly teleconferences to the mailing list checking for conflicts, particularly with SSAC teleconferences.**

Daniel Karrenberg moved that the Membership Committee continue to forward Caucus application recommendations for approval at RSSAC regular meetings. John Crain and Bill Manning provided amendments; Bill Manning seconded the motion. The motion carried.

**ACTION ITEM: Lars-Johan Liman to add Membership Committee update as a consent agenda item for all RSSAC meetings.**

## **Adjournment**

The RSSAC concluded its meeting without objections at 15:38 UTC.