USENIX Association
Board of Directors Meeting
August 11, 2009
Le Centre Sheraton Hotel Montreal
Montreal, Quebec, Canada
Minutes

Attendance:
Board:
Clem Cole, Chairman
Margo Seltzer
Brian Noble
Matt Blaze
Alva Couch
Niels Provos
Remy Evard (joined by phone from 9:20 a.m. -11:00 a.m.)
Jerry Carter (joined by phone from 9:00-11:10 a.m.)

Staff:
Ellie Young
Anne Dickison
Tony Del Porto (joined at 10:20 a.m. for part of meeting)
Jane-Ellen Long (by phone)
Casey Henderson (by phone)
Toni Veglia (by phone)
Dan Klein (by phone from 12:11 p.m.-12:35 p.m., 2:40 p.m. -3:48 p.m.)

Guests:
Glenn Samson, USENIX Financial Advisor (by phone 11:00-11:15 a.m.)
Fabian Monrose (1:54 p.m.-2:24 p.m.)

The meeting begins at 9:05 a.m.

Minutes of the Previous Meeting. It was moved by Seltzer, and seconded by Noble, that the Board approve the minutes of the April '09 meeting. Passed: 6 in favor; 2 absent (Carter, Evard).

Evard joined meeting at 9:20 a.m.

Action Items.   Everyone went over his or her items. Most were ongoing, completed, or will be covered in the agenda. Cole said he would like more suggestions from the Board about awards and asked if there was any interest in doing some sort of "Fellow" award. Couch reported that Hot Cloud was very successful. He also asked that his role as Liaison for the Web Applications Conference be given to Carter.

Report on FY 2009 Budget. Young noted that USENIX is looking at a net budget deficit of approximately $500K, which might be lower if attendance is higher than projected at LISA'09. She noted that the future goals for attendance, membership and staffing discussed at the last Board meeting would have to be put further out to around 2011.

Executive Office Report

Conference Proceedings. Young reported on efforts to "go green" by printing fewer or no proceedings for conferences. No proceedings or tutorial notes were printed for Annual Tech. Instead, those materials were given to attendees on USB drives, and printers were made available onsite. There were problems with the printers.

At USENIX Security, attendees could choose paper proceedings, USB proceedings, or no proceedings, with lower and higher discounts for the latter two options. The majority opted for no proceedings, while less than 20% opted for printed proceedings.

Young asked if USENIX should discontinue printing paper proceedings and give out USB drives with the goal of providing proceedings online exclusively in 24 months. Long noted that an ISBN number can be assigned to an online-only proceeding. Seltzer suggested we have a conversation with attendees about this and also inform conference participants about the archival status of proceedings.

Cole suggested that the proceedings could be made available on Kindle or on some other electronic format(s), and asked the staff to find out what that would cost. Cole also stated that he would like USENIX to have a goal, but not necessarily a target, for discontinuing print proceedings. He said that members should be explicitly told about the goal of going green, and be given an opportunity to voice their concerns. Couch pointed out that not all attendees bring laptops to events. Long said that proceedings are available to attendees before the event, and could be printed ahead of time or onsite.

Seltzer suggested that data be gathered at LISA of how many bring laptops. The staff will count the number of active users on the LISA Conference network. Young said that there would be printed tutorial notes available at future events if attendees requested them. Noble said that not all events were the same, and that an academic conference should also be used as an experiment to collect data on the attendees' preferences. It was suggested that extra USB sticks be available in case of network problems.

Break from 10:46 a.m. until 11:00 a.m.
Samson joined the meeting at 10:54 a.m.
Evard & Carter left the meeting at 11:00 a.m. and 11:10 a.m.

Report on USENIX Endowment Portfolio. Samson reported that the government stimulus package had had a positive effect on the second quarter earnings, which were somewhat better than expected. He predicted that there would be about an 8% return on the USENIX portfolio this year: capital gains on equities of about 5-6%, and fixed income yielding about 3-4%. He noted that the money invested in short-term, high-grade

corporate bonds had appreciated 10% so far this year. Samson said another stimulus package would be good for the market, but could cause inflation and higher taxes.

Samson left the meeting at 11:16 a.m.

Executive Office Report (continued)

Revamp of Office Systems. The Staff reported that the conference registration portion of the project will be provided by Cvent. While Cvent is not open source, it has the functionality USENIX needs. Del Porto told the Board that one requirement for the selection of Cvent was that USENIX could get all of the conference registration data from their system. Cole suggested getting backups.

A committee was formed of Provos, Cole, and Evard to oversee the office systems project.

It was moved by Provos and seconded by Seltzer that the Board approve $120K for going forward with the office systems revamp in 2009 and 2010. Passed: All in favor, 2 absent (Carter, Evard).

Conflict of Interest Policy. Noble asked if a policy defining "conflict of interest" was necessary for program committee meetings. Blaze noted that different communities have different expectations about this. Seltzer suggested having a definition of a conflict, and a recommendation on how to handle one. Couch noted that an impartial review of the papers was the goal. Cole proposed that there be explicit directions to the program committees concerning conflicts of interest.

Noble will wordsmith a draft of the definition of conflict of interest, and the responsibilities of the program committee regarding disclosure, and send to the NSDI Steering Committee.

Tutorial Instructor Remuneration. Young spoke about her and Klein's proposal to change the fees paid to tutorial instructors.

It was moved by Noble and seconded by Blaze that USENIX pay $1,500 to first-time tutorial instructors; $2,300 for very tenured instructors; $1,800 to instructors who currently receive that rate; $300 per day to instructors whose materials are made available on the conference USB; and that the Education Director, with oversight by the Executive Director, be given the authority to pay cash bonuses of up to $1,000 at his discretion to a few instructors when/if the enrollment is unusually high. Passed: 6 in favor, 2 absent (Carter, Evard)

Electronic Communications Retention Policy. Young proposed that USENIX adopt a policy on the retention of electronic communications, limiting the time they are stored to two years, excluding communications having organizational and operational value.

A few corrections to the document were made and it was **moved by Noble and seconded by Provos to approve the USENIX Electronic Communications Retention Policy (below) as amended. Passed: 6 in favor, 2 absent (Carter, Evard).**

USENIX Electronic Communications Retention Policy
Purpose
To limit storage requirements and reduce the significant potential financial and legal hazards to which we may be exposed by keeping electronic communications indefinitely.'

Scope
This policy is intended to reduce the volume of electronic communication retained that provides no value to the organization. Information required by law to be preserved is not governed by this policy. "Electronic Communication" is defined as email, instant messages, and other logged communication sent or received by USENIX staff and/or stored on USENIX equipment.

Policy
With exceptions noted below, electronic communications over two (2) years old should be deleted.
Electronic communications meeting any of the following conditions should be retained until no longer relevant or required:

• Has operational value:
        * Administrative actions taken or planned
        * Reports and recommendations
        * Policies, procedures, guidelines, and templates
• Has legal or evidential value, i.e., is required by law to be kept
• Has fiscal value, i.e., is essential information concerning the financial transactions of the organization
• Has historical significance, i.e., is of long-term value in documenting past events
• Has vital value, i.e., is critical for ensuring operational continuity after a disruption or disaster

Since email and instant messaging systems are not designed to be records-retention or document-management systems, email and instant messages that have lasting value should be moved to dedicated storage on our networked file system and/or printed and filed appropriately.

Encrypted exchange of electronic communications is discouraged except when exchanging sensitive information over an insecure channel. In those cases, the encrypted email should be destroyed as soon as the information within ceases to be useful.

In the case of email used for file transfer, unless the email contains other information that needs to be retained (see the guidelines above), the attachments should be saved

to the appropriate file system and the email deleted.

USENIX retains backup of our data for two (2) years; no effort is made to purge electronic communications from that backup.

Enforcement: Accounts will be randomly audited for compliance.

Education Director's Report. Klein reported on the low tutorial registration at Annual Tech and Security, and recommended that USENIX curtail future training at these events. He also reported that about one half of the tutorials at LISA'09 will be new to that conference.

Klein reported that he and Dickison would be speaking with Comptia shortly about the possibility of a marketing exchange with USENIX.

Klein leaves the meeting 12:35 p.m.
Break for lunch 12:35 p.m. – 1:40 p.m.

Marketing Report. Dickison reported that the Annual Tech Talks were videotaped, and sessions were then presented online within hours of taking place. There has been positive feedback on the video, which has been available online to members and conference attendees. After discussion, the board decided that access to the videos would remain a member benefit, and that the videos could be made available to non-members for a fee. A selection of talks would be available to the general public.

Dickison reported that some Short Topics booklets were being sold through the Safari Bookshelf. Dickison will provide a report on the number sold.

Monrose joins the meeting at 1:54 p.m.

Conference Report. Young went over her written report. She said that the 60 HotOS attendees were very positive about the event, and that Security was going smoothly. Young reported that USENIX had received student grant funding from the NSF for all 2009 events except Security.

Monrose suggested that people who are invited to join program committees be told that USENIX will help to pay their travel expenses to attend the meeting if they are unable to do so, e.g. hardship. The Board was in favor of this offer.

Blaze and Monrose will work on a proposal regarding working with ISOC on co-sponsoring the NDSS Symposium.

Provos suggested that USENIX refer the better conference papers to journals. Blaze proposed that the board liaisons ask program chairs to identify and approach appropriate journals.

The Board thanked Monrose for all of his work to make Security'09 a success.

Monrose left the meeting 2:24 p.m.
Break 2 24 p.m. – 2:38 p.m.
Klein joins the meeting at 2:40 p.m.

Couch put forward an idea for a new workshop, called HotAdmin, to be held at LISA, with the purpose of encouraging discussion about the advancement of the field of system administration. Couch will work on a proposal for this workshop.

Discussion on Future Directions for USENIX. The decline in tutorial attendance at USENIX events, especially Annual Tech, was discussed at length. Seltzer suggested that a federated conference with interesting, non- academic content could bring a number of smaller groups and topics together in one event with lots of things going on.

Klein left the meeting at 3:48 p.m.

Many topics for talks, types of attendees to target, and formats for presentation were discussed. It was agreed that we have a goal of having a 5-day event with 400 attendees and approximately three tracks each day, with the Annual Tech Sessions and the Web Applications Conference being no more than 2 ½ days each. We would offer an empirical computer systems track and a selection of vertical markets. It was decided that three meeting rooms would be needed, one to fit 120 attendees, and two to fit 80 each. The possibility of having plenary and/or evening talks for all attendees was also suggested. Students should be asked for recommendations on "cool" topics.

Board members will look into the following possible topics for talks, workshops, etc., at the federated event: Facebook and Yahoo applications (Noble); software developers and Moblin (Cole); Darkstar, Gumstix, and Cloudera (Seltzer); iPhone and Android (Provos); software-defined radio (Blaze); tech/policy – approach the Berkman Center (Seltzer).

Noble said that he would close the loop concerning a Hot Storage workshop. Noble also proposed that USENIX sponsor a summit for those who manage very large, real world systems, and said he will put together a steering committee with people from industry and academia to discuss the idea.

Seltzer reported that TaPP was a great success. She suggested that USENIX apply for in-cooperation status with the ACM for future TaPP workshops. Seltzer said that the event could target government and health care communities.

Appointment of Nominating Committee Chair. Cole reported that Remy Evard will serve as the chair of the USENIX nominating committee, and that the rest of the current board was interested in running again.

Next Meeting. It was decided that the next board meeting would be on November 2 in Baltimore, and that the following meeting would be on February 5 in Chicago at a convenient airport venue.

It was moved by Seltzer, seconded by Noble to adjourn the meeting. Passed: 6 in favor, 2 absent (Carter, Evard)

The meeting was adjourned at 5:46 p.m.

Summary of Actions Taken by the Board from Aug 12-October 26, 2009:

It was agreed to reschedule the first in person board meeting in 2010 to Friday, March 12, 2010 in Cambridge/Boston, and to reserve the Thursday evening before for dinner.

It was agreed that Young should proceed with negotiations about ways to cooperate with the International Association for Cryptologic Research (IACR), and Matt Blaze will serve as liaison.

On September 15, 2009, the proposal from Avi Rubin, Kevin Fu and Tadayoshi Kohno for a workshop on health information systems security and privacy to be co-located with USENIX Security in 2010 was approved. Alva Couch will serve as liaison.

Matt Blaze agreed to serve as liaison for USENIX ATC 2010.

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Secretary   Date