Board Meeting Minutes

Date: October 7, 2022
Time: 9AM pacific time
Location: Video conferencing, multiple locations

Attendees: Chris B, Kristof, Tanya, Anton, Chris L, Mike (left early), Wei, Kit, Reid (joined late)

Agenda

- Approve previous meeting minutes
  - Everyone present voted yes

- Follow-up from previous meetings:
  - Newcomer orientation:
    - Meeting to plan agenda
    - Google doc to sketch outline (Tanya)
    - Tanya to set up meeting to discuss this
  - Summary of travel grant criteria (Tanya)
    - Discuss below

- 990 Review (and Approve) [Tanya]
  - TODO: All board members asked to review the contents of 990 and approve (by replying to email) by Oct 14.

- Budget Updates [Mike]
  - Mike will update the finance spreadsheet and share with the board to solicit feedback based on current spending and any changes we would like to make in 2023.
  - Possible changes in 2023 could include:
    - Increase travel grants to support more students attending face-to-face meetings
    - Increase infrastructure and payroll buckets
    - Additional funds for GCP depending on how long current google credits last
    - Sponsorship contributions may decrease next year
    - TODO: Evaluate GitHub Sponsors program to see if/how LLVM could participate (Mike)

- LLVM Dev Mtg Update [Tanya]
  - The board received an inquiry about discounted tickets for a larger group of employees (number not specified) and to attend only 1 day of the event, plus a followup workshop
    - The board discussed the request, but due to high demand and not being able to provide single day admission, we could not accommodate the request.
- Tanya will check with the post-workshop organizers to see if they are ok with folks only attending the workshop and see if the logistics team can support this in our registration system.
  - Acceptance for talks has gone out:
    - 110 speakers (including posters, lightning talks, etc)
    - 2 tracks (compared with 3 tracks in 2019)
  - Per-person cost of conference was originally estimated at $1050 but has now risen to $1204 due to inflation and unexpected cost increases. We will go over our budget for this year.
    - Will remove breakfast from conference to help reduce budget overrun
    - TODO: Send out updated working budget once breakfast is removed and other expenses are updated (Tanya)
- Note: Mike dropped and Reid joined part-way through the previous discussion
- Travel Grant Updates [Tanya]
  - 22 applications, at the end 18 travel grants were provided. Total of $47k
  - TODO: Work on a summary of the process used to assess travel grants so people understand what information is used (Tanya).
- Meeting Minute Changes [Kit]n
  - New section at the beginning of agenda to follow-up on action items from previous meeting
  - Agendas for the remainder of 2022 have been created on google drive for people to add items to agenda.
- Follow up on process changes for future meeting notes from last time [Reid]
  - Can we approve notes by assigning doc comments to all attendees, and publishing after all are resolved?
  - Alternative Suggestion [Kit]
    Use slack to synchronize on reviews and then approve via vote. Goal would be to publish within one week of meeting, barring any exceptions (e.g., people need to be notified of decisions prior to minutes being published)
  - Vote: Board members to try editing meeting minutes on slack after meeting instead of the beginning of the next meeting. All voted Yes.
- Strategic Planning [Tanya]
  - The board needs to set time aside for short-term (next year), mid-range (3 years), and long-term (5 years). They should aim to:
    - Set goals and objectives
    - Timelines
    - Budgets
    - Measuring progress and success
  - Community engagement is an important part of the process
  - TODO: Schedule community meetings in January/February to discuss each of the 4 programs to gather feedback and ideas. This information will be used by the board when doing our strategic planning.
    - Board members should be involved with at least one program and plan to attend those community meetings.
- Each community meeting should have at least 2 board members present.
  - **TODO:** Tanya will create slide templates for each program and share with the board (after the LLVM Developers' Meeting)
  - **TODO:** Board members should help draft slide decks for each program's meeting.