

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]
 - 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.