APNIC EC Meeting Minutes

Teleconference Thursday 12 February 2009

Meeting Start: 3:05 pm (UTC +1000)

Present

Akinori Maemura (Chair) Che-Hoo Cheng Kuo-Wei Wu Kusumba Sridhar Ma Yan Paul Wilson

Geoff Huston (minutes) Irene Chan Connie Chan

Apologies

Ming-Cheng Liang Mao Wei

Agenda

- 1. Agenda Bashing
- 2. Review of Minutes and Action List Review from 12 December Meeting
- 3. Financial Report:

Audited Annual Financial Report 2008 Financial Report 01/08

- 4. Director-General's Report
- 5. APNIC Fees
- 6. AOB

Minutes

1. Agenda bashing

No changes were made to the agenda.

2. Minutes of Last Meeting and Matters Arising

The minutes from the meeting of 12 December 2008 were approved unanimously.

Action ec-09-001: Secretariat to publish minutes of the December meeting

Review of action items:

Action ec-08-036: Secretariat to publish minutes of the November meeting

[completed]

3. Finance Reports

The EC considered the audited report of APNIC finances for 2008 (attached). The operating loss for 2008 prior to taxation and adjustments was an operating surplus of \$330,492. Income tax for the year was assessed at \$147,422, and an extraordinary account entry of a write down in the value of the investment account by \$334,821 has been made on the request of the auditors. The final financial result for the year as a result of these adjustments was a loss of \$151,751.

The EC unanimously resolved to accept this report as a true and accurate report of APNIC's finances as of 31 December 2008.

[Kusumba Sridhar joined the meeting]

The EC accepted the monthly financial report for January 2009 (attached).

4. Director-General's Report

The Director-General noted the resignation of the software team leader after more than 10 years of service with APNIC, and a resignation of a registration services team member. These positions are being re-filled in the usual fashion.

The APNIC Member Survey report is in preparation and will be submitted to the EC for consideration at the next EC meeting, and presented to the membership as part of the Members' Meeting at APNIC 27. It was reported that there were in excess of 600 responses to this survey. The EC response to this report is anticipated by early March 2009.

The Director-General noted that APNIC is now in receipt of correspondence from NIXI and ISPAI with respect to the India NIR application. The material will be reviewed by the EC at its next meeting, and a meeting with the principals of the applicant organizations will be arranged for the EC.

Action ec-09-002: Membership Survey material to be submitted at next EC meting

Action ec-09-003: Report on review of India NIR application status to be prepared for the

EC

5. APNIC Fees

The EC considered an initial draft of the EC response to the KPMG Fees Study Report. The EC response proposes changes to the APNIC fee schedule, effective as of 1 January 2010, that are generally aligned to the recommendations made in the KPMG report.

The EC requested further study of the proposed fee schedule, examining the relative settings of a per-address fee schedule and the proposed membership fee premium for NIR and Confederation members.

The EC approved for circulation to the membership at APNIC 27 an initial response to the recommendations made in the KPMG fee study report, and proposed to complete the approval of a fee schedule effective from 1 January 2010 as soon as possible after APNIC 27 (attached).

Action ec-09-004: Fee Study material to be prepared by Secretariat

6. AOB

There were no items under AOB.

Next Meeting

23rd February 2009 (Face-to-Face, at APNIC 27)

Meeting closed: 4:35 pm (UTC+1000)

Summary of Action Items

Action ec-09-001: Secretariat to publish minutes of the December meeting

[completed]

Action ec-09-002: Membership Survey material to be submitted at next EC meting

Action ec-09-003: Report on review of India NIR application status to be prepared for the

EC

Action ec-09-004: Fee Study material to be prepared by Secretariat



APNIC

Annual financial report (in AUD)

For the year ending December 2008

(Draft)

Asia Pacific Network Information Centre

1. Balance Sheet

Statement of Financial Position	(AUD)				
	Year End 2008 (Draft)	% of Total Asset or Liab+Equity	% Variation from 2007	Year End 2007	Year End 2006
CURRENT ASSETS					
Cash	6,844,414	44%	3.3%	6,626,341	5,696,300
Term deposit investment	2,300,000	15%	0.0%	2,300,000	3,300,000
Receivables	1,518,540	10%	105.8%	737,859	1,474,467
Others	618,236	4%	89.8%	325,739	347,259
TOTAL CURRENT ASSETS	11,281,190	72%	12.9%	9,989,939	10,818,026
NON-CURRENT ASSETS					
Other financial assets	883,201	6%	-27.8%	1,222,666	1,148,369
Property, plant and equipment	1,708,216	11%	2.5%	1,667,091	1,494,461
Long term deposit investment	1,700,000	11%	0.0%	1,700,000	2,000,000
TOTAL NON-CURRENT ASETS	4,291,417	28%	-6.5%	4,589,758	4,642,830
TOTAL ASSETS	15,572,608	100%	6.8%	14,579,696	15,460,856
CURRENT LIABILITIES					
Payables	629,650	4%	-44.7%	1,139,160	1,458,382
Provisions	956,448	6%	7.7%	888,178	707,834
Unearned revenue	5,383,679	35%	41.0%	3,817,898	4,271,275
TOTAL LIABILITIES	6,969,777	45%	19.2%	5,845,236	6,437,490
FOLITY					
EQUITY					
Share capital	1.00	0%	0.0%	1.00	1.00
Reserves other financial assets investment *	(373,747)	-2%	-511.5%	90,827	143,620
Retained earnings	8,976,576	58%	3.9%	8,643,633	8,879,745
TOTAL EQUITY	8,602,831	55%	-1.5%	8,734,461	9,023,366
TOTAL LIABILITIES & EQUITY	15,572,608	100%	6.8%	14,579,696	15,460,856

Notes:

For comparison purposes the following exchange rates apply:

- (1) ATO official notes spot rate for December 2008 is 0.69745
- (2) ATO official notes spot rate for 31 December 2007 was 0.8875 and for 31 December 2006 respectively 0.7938

1.1 Notes on the 2008 Balance Sheet

The total asset position for APNIC as of 31 December 2008 has increased by 6.8% when compared to the position at the end of 2007. The major factors causing the change in asset position are:

- An increase in the Cash position of 3%
- Invoicing for membership accounts due to expire in February 2008 were delayed due to the introduction
 of the AUD fee schedule, this caused a significant decrease in the Receivables as at the end of
 December 2007.
- The revaluation of the Managed Fund investments caused the value of "Other financial assets" to decline by 27.8% in 2008, this reduction in value also affects in the "Reserves other financial asset investment" value.

2. Profit and Loss Statement

This is an unaudited draft financial statement. The audited outcome for 2008 may vary from this statement.

2.1 Expenses

EXPENSES (AUD)	2008 (Draft)	2007 (Actual)	% Variation from 2007	Budget 2008	Year End Budget Variation	Budget Variation %
Bank charges	62,945	67,504	-6.8%	83,573	(20,628)	-24.7%
Communication expenses	171,713	208,217	-17.5%	231,783	(60,071)	-25.9%
Computer expenses	164,196	145,026		162,390	1,806	1.1%
Depreciation expense	638,668	565,075	13.0%	641,480	(2,812)	-0.4%
Sponsorship and Publicity expenses	180,186	140,575	28.2%	190,883	(10,697)	-5.6%
Doubtful debt expenses	1,540	4,237	-63.7%	20,126	(18,586)	-92.3%
ICANN contract fee	236,503	243,468	-2.9%	285,000	(48,497)	-17.0%
Insurance expense	122,462	115,894	5.7%	121,526	936	0.8%
Meeting and training expense	169,293	143,318	18.1%	183,841	(14,548)	-7.9%
Membership fees	58,282	52,706	10.6%	69,496	(11,214)	-16.1%
Miscellaneous expenses	1,343	3,901	-65.6%	5,534	(4,191)	-75.7%
Office operating expenses	122,512	105,406	16.2%	88,616	33,896	38.2%
Postage & delivery	30,270	35,714	-15.2%	36,586	(6,316)	-17.3%
Printing & photocopy	41,863	36,249	15.5%	31,526	10,337	32.8%
Professional fees	552,659	391,459	41.2%	544,172	8,487	1.6%
Recruitment expenses	152,845	91,504	67.0%	90,503	62,342	68.9%
Rent and outgoings	614,054	446,076	37.7%	586,245	27,809	4.7%
Salaries and personnel expenses	5,461,428	4,799,161	13.8%	5,402,753	58,674	1.1%
Staff training/conference expenses	122,058	83,355	46.4%	84,305	37,753	44.8%
Tax expense	127,922	109,382	-100.0%	44,928	82,994	184.7%
Translation expenses	16,832	20,313	-17.1%	73,871	(57,039)	-77.2%
Travel expenses	1,359,756	1,186,740	14.6%	1,519,033	(159,277)	-10.5%
TOTAL EXPENSES	10,409,329	8,995,281	14.3%	10,498,170	(88,841)	-0.8%

2.2 Revenue

REVENUE (AUD)	2008 (Draft)	2007 (Actual)	% Variation from 2007	Budget 2008	Year End Budget Variation	Budget Variation %
Interest income	771,475	601,512	28.3%	721,997	49,478	6.9%
IP Resource application fees	1,053,679	764,637		963,960	89,719	9.3%
Membership fees	6,678,051	6,102,907	9.4%	6,732,908	(54,857)	-0.8%
Non-members fees	127,336	142,765	-10.8%	198,316	(70,979)	-35.8%
Per Allocation fees	1,633,389	1,251,102	30.6%	1,912,246	(278,857)	-14.6%
Reactivation fees	10,144	11,854	-14.4%	17,936	(7,792)	-43.4%
Sundry income	268,443	212,215	26.5%	214,885	53,558	24.9%
Foreign Exchange gain/(loss)	71,832	(327,823)	-121.9%	0	71,832	0.0%
TOTAL REVENUE	10,614,350	8,759,170	21.2%	10,762,248	(147,897)	-1.4%

2.3 Operating Profit/ Loss

Revenue and Expenses (AUD)	2008 (Draft)	2007 (Actual)	% Variation from 2007	Budget 2008	Year End Budget Variation	Budget Variation %
Total Revenue Total Expenses	10,614,350 10,409,329	, ,		10,762,248 10,498,170	(147,897) (88,841)	-1.4% -0.8%
OPERATING PROFIT/ (LOSS)	205,021	(236,112)	-241.0%	264,077	(59,056)	-22.4%

2.4 Notes on the Profit and Loss Statement

The operating position for 2008 has varied from that projected in the budget. The major factors causing this variance were:

1. Revenue

Per allocation fees derived from allocations to the NIR's were significantly lower than expected, for 2008 Per Allocation fees were 14.6% below the budget estimate.

2. Expenses

Variations of some major expenses against the budgeted projections are as follows:

- Communication expenses lower than budgeted due to the staff connectivity plan that has been revised and incorporated into each individual salary package.
- ICANN contract fee when this was paid in August the exchange rate was more favorable than budgeted.
- Recruitment expenses higher due to increased relocation expenses for the recruitment of overseas staff, there has also been significant agency placement costs incurred during 2008.
- Salaries and personnel expenses higher due to the ongoing revision of salary rates to align with the
 market rate based on the Hays salary scale, there have also been some organizational changes in 2008
 that were not accounted for in the original budget.
- Staff training/ conference expenses –professional development provided to staff by through increased in-house training and external training.
- Tax expense increased significantly for 2008 when compared to the budget projections. Tax related to Investment and Interest income has increased in line with greater returns.
- Translation expenses lower than budgeted due to translation activity undertaken by internal staff and a reduction in translation requirements.
- Travel expenses lower than budgeted due to a focus on the reduction in travel activity, and a reduction
 in fares when compared to budget due to the significant fall in oil prices and the resulting fuel
 surcharges.

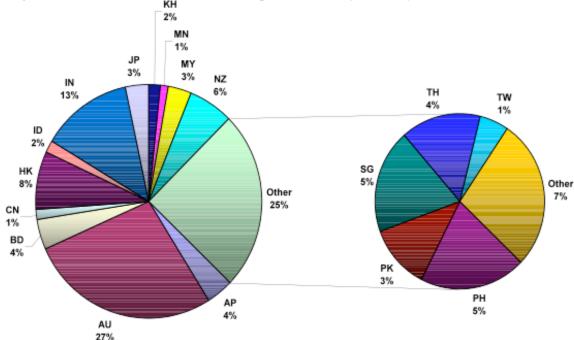
3. Membership

3.1 Membership statistics

At the end of December 2008, APNIC had a total of 1,855 members serving 51 economies. There is net growth of 271 members, with 443 new members and 172 member accounts have been closed. The majority of the closures are due to members that are either non contactable, or transfer/ merger accounts.

3.1.1 Membership by Economy

The following chart illustrates the APNIC membership distribution by economy.



3.1.2 Membership Movement

The table below compares the actual growth of membership tiers in 2008 to the budgeted growth. There has been much more growth in the Associate members Tier than projected in the budget, whist Very Small and Small Tier membership growth has been significantly less than anticipated in the budget.

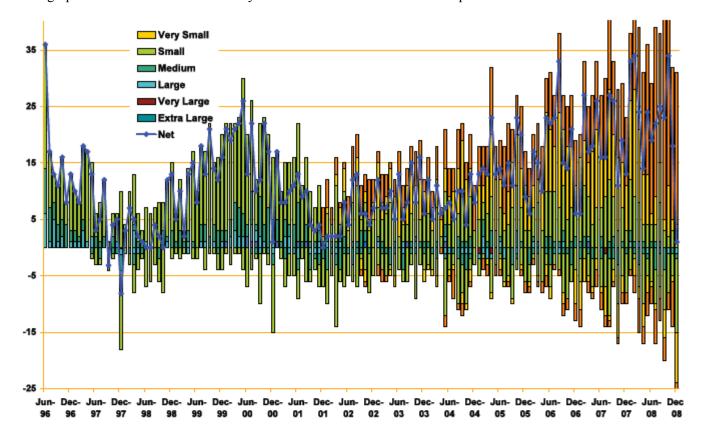
Membership	Actual Total 2007	Actual Total 2008	Actual Growth 2008	Budgeted Total 2008	Budgeted Growth 2008	Variation Actual vs. Budget (*)
Extra Large	9	12	3	9	0	3
Very Large	27	30	3	34	7	(4)
Large Member	77	92	15	83	6	9
Medium	231	251	20	259	28	(8)
Small	765	813	48	894	129	(81)
Very Small	304	345	41	405	101	(60)
Associate	171	312	141	219	48	93
TOTAL	1584	1855	271	1903	319	(48)

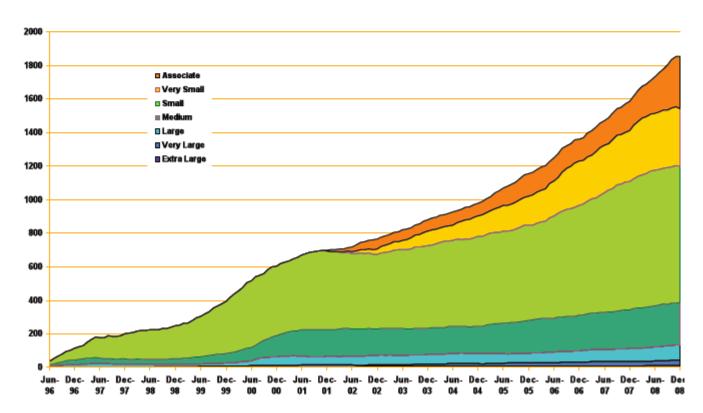
Tables below provide progressive membership data and the percentage in each membership category for the total members from year 2000 until 2008. This shows membership growth has been continued to be strong in 2008.

Total Membership	2000	2001	2002	2003	2004	2005	2006	2007	2008
Extra Large	0	0	7	8	8	8	9	9	12
Very Large	12	15	8	11	14	20	21	27	30
Large	52	51	55	60	60	56	70	77	92
Medium	125	160	158	155	164	196	210	231	251
Small	413	468	445	493	534	568	658	765	813
Very Small	0	0	32	85	123	174	261	304	345
Associate		5	62	67	75	135	133	171	312
TOTAL	602	699	767	879	978	1157	1362	1584	1855
New Members Closed	258	157	153	178	189	253	298	349	443
Members	52	60	85	66	90	74	93	127	172
Net Gain Average Monthly Net	206	97	68	112	99	179	205	222	271
Gain	17	8	6	9	8	15	17	19	23

Total Membership %	2000	2001	2002	2003	2004	2005	2006	2007	2008
Extra Large	0%	0%	1%	1%	1%	1%	1%	1%	1%
Very Large	2%	2%	1%	1%	1%	2%	2%	2%	2%
Large	9%	7%	7%	7%	6%	5%	5%	5%	5%
Medium	21%	23%	21%	18%	17%	17%	15%	15%	14%
Small	69%	67%	58%	56%	55%	49%	48%	48%	44%
Very Small	0%	0%	4%	10%	13%	15%	19%	19%	19%
Associate	0%	1%	8%	8%	8%	12%	10%	11%	17%
TOTAL	100%	100%	100%	100%	100%	100%	100%	100%	100%

The graph below illustrates the monthly movements of APNIC membership since 1996.







APNIC

Monthly financial report (in AUD)

For the month ending January 2009

Asia Pacific Network Information Centre

1. Balance Sheet

Statement of Financial Position	(AUD)					
		% of Total	% change from	Year-End	Year-End	
	31/01/2009	Asset or Liab+Equity	31/12/2008	2008	2007	
CURRENT ASSETS						
Cash	6,980,605	44%	2.0%	6,844,414	6,626,341	
Term deposit investment	2,300,000	15%	0.0%	2,300,000	2,300,000	
Receivables	1,736,046	11%	14.3%	1,518,540	737,859	
Others	557,723	4%	3.2%	540,688	325,739	
TOTAL CURRENT ASSETS	11,574,373	73%	3.3%	11,203,642	9,989,939	
NON-CURRENT ASSETS						
Other financial assets	883,201	6%	0.0%	883,201	1,222,666	
Property, plant and equipment	1,682,372	11%	-1.5%	1,708,216	1,667,091	
Long term deposit investment	1,700,000	11%	0.0%	1,700,000	1,700,000	
TOTAL NON-CURRENT ASETS	4,265,574	27%	-0.6%	4,291,417	4,589,758	
TOTAL ASSETS	15,839,947	100%	2.2%	15,495,060	14,579,696	
CURRENT LIABILITIES						
Payables	615,081	4%	-2.3%	629,650	1,139,160	
Provisions	916,505	6%	-7.4%	989,847	888,178	
Unearned revenue	5,540,035	35%	2.9%	5,383,679	3,817,898	
TOTAL LIABILITIES	7,071,620	45%	1.0%	7,003,177	5,845,236	
EQUITY						
Share capital	1.00	0%	0.0%	1.00	1.00	
Reserves other financial assets investment	0	0%	-100.0%	0	90,827	
Retained earnings	8,768,325	55%	3.3%	8,491,882	8,643,633	
TOTAL EQUITY	8,768,326	55%	3.3%	8,491,883	8,734,461	
TOTAL LIABILITIES & EQUITY	15,839,947	100%	2.2%	15,495,060	14,579,696	

Notes:

For comparison purposes the following exchange rates apply:

- (1) ATO official monthly average rate for January 2009 is 0.6908
- (2) ATO official notes spot rate for 31 December 2008 was 0.7017 and for 31 December 2007 was respectively 0.8875

2. Income Statement

2.1 Expenses

The approved Budget for 2009 has been incorporated into this report and compared with the actual year to date account balances at the end of January 2009.

EXPENSES (AUD)	Jan-09	YTD	Budget	YTD (**)	YTD Budget	YTD Budget Variation
, ,	Actual	%	2009	Budget 2009	Variation	%
D 1 1	7.004	0.007	#2.01 (6 151	(250)	4.20/
Bank charges	5,894	0.9%	73,816	,	(258)	
Communication expenses	13,398	2.1%	158,549		186	
Computer expenses	34,986	5.6%	339,423	,	6,700	
Depreciation expense	57,803	9.2%	679,860	,		
Sponsorship and Publicity expenses	0	0.0%	176,981	,	(14,748)	
Doubtful debt expenses	837	0.1%	27,175		(1,427)	
ICANN contract fee	27,433	4.4%	329,200	27,433	(0)	0.0%
Insurance expense	11,193	1.8%	130,310	10,859	334	3.1%
Meeting and training expense	1,264	0.2%	213,500	17,792	(16,528)	-92.9%
Membership fees	5,372	0.9%	68,700	5,725	(353)	-6.2%
Miscellaneous expenses	156	0.0%	2,000	167	(11)	-6.4%
Office operating expenses	4,372	0.7%	126,731	10,561	(6,189)	-58.6%
Postage & delivery	408	0.1%	35,000	2,917	(2,509)	
Printing & photocopy	740	0.1%	45,000			
Professional fees	53,003	8.4%	854,832	· · · · · · · · · · · · · · · · · · ·	N 2 2	
Recruitment expense	2,653	0.4%	118,826		(7,249)	-73.2%
Rent and outgoings	48,496	7.7%	646,179		(5,353)	-9.9%
Salaries and personnel expenses	330,096	52.4%	6,103,160		\ / / /	
Staff Training/conference expenses	4,106	0.7%	132,000		(6,894)	
Tax expense	0	0.0%	135,000		(11,250)	
Translation expenses	0	0.0%	35,000		(2,917)	
Travel expenses	27,276	4.3%	1,627,237	· · · · · · · · · · · · · · · · · · ·	(108,327)	
TOTAL EXPENSES	629,486	100.0%	12,058,479	1,004,873	(375,387)	-37.4%

2.2 Revenue

	I 00	Y/IDD	D. I	Y/TD (date)	Y/TD D 1	YTD Budget
REVENUE (AUD)	Jan-09 Actual	YTD %	Budget 2009	YTD (**) Budget 2009	YTD Budget Variation	Variation %
Interest income	59,413	6.6%	617,000	51,417	7,996	15.6%
IP Resource application fees	104,577	11.5%	1,263,282	105,274	(697)	-0.7%
Membership fees	623,499	68.8%	7,943,814	661,985	(38,486)	-5.8%
Non-members fees	10,555	1.2%	131,984	10,999	(443)	-4.0%
Per Allocation fees	70,094	7.7%	1,876,701	156,392	(86,298)	-55.2%
Reactivation fees	2,536	0.3%	15,601	1,300	1,236	95.1%
Sundry income	14,657	1.6%	237,744	19,812	(5,155)	-26.0%
Foreign Exchange gain/(loss)	20,598	2.3%	0	0	20,598	0.0%
TOTAL REVENUE	905,929	100.0%	12,086,125	1,007,177	(101,248)	-10.1%

2.3 Operating Profit/ Loss

Revenue and Expenses (AUD)	Jan-09 Actual	YTD %	Budget 2009	YTD (**) Budget 2009	YTD Budget Variation	YTD Budget Variation %
Total Revenue Total Expenses	905,929 629,486	100% 100%	, ,	, ,	(101,248) (375,387)	
OPERATING PROFIT/ (LOSS)	276,443		27,647	2,304		

Notes:

(**) YTD Budget and Variation values are based on a linear prorated calculation of the annual budget.

3. Membership

3.1 Membership statistics

At the end of January 2009, APNIC had a total of 1,888 members serving 51 economies. There is net growth of 33 members, with 41 new members, 2 members have reactivated their accounts, and whist 10 member accounts have been closed.

3.1.1 Membership by Category

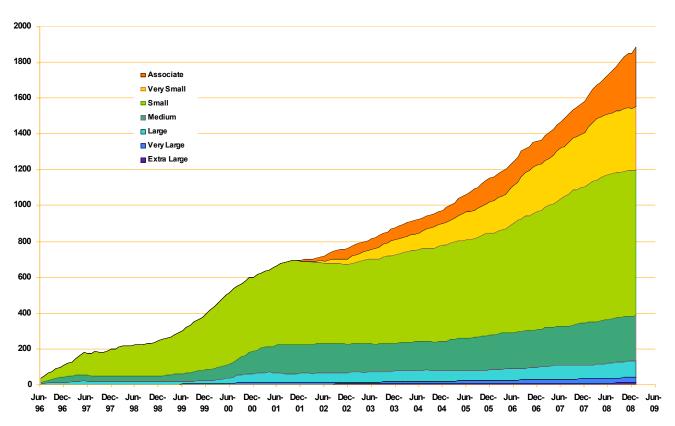
The following table shows the monthly changes in membership and provides an analysis of APNIC's membership tiers; this table shows that 43% of APNIC members are included in the Small membership tier.

					Size		Total YTD
Membership	Total	New	Reactivate	(Closed)	Change	Total YTD	(%)
	Dec-08	Jan-09	Jan-09	Jan-09	Jan-09	Jan-09	Jan-09
Extra Large	12	0	0	0	0	12	1%
Very Large	30	0	0	0	1	31	2%
Large Member	92	0	0	0	0	92	5%
Medium	251	1	0	(1)	2	253	13%
Small	813	1	1	(5)	0	810	43%
Very Small	345	6	1	0	7	359	19%
Associate	312	33	0	(4)	(10)	331	18%
TOTAL	1855	41	2	(10)	0	1888	100%

The table below compares the actual growth of membership at the end of January 2009 with the budgeted annual growth on a monthly pro-rata basis. There are much more Associate and Very Small members than budgeted, whist less Small members than budgeted.

Membership	Actual Total EOY	Actual Total YTD	Actual Growth YTD	Budgeted Total EOY	Budgeted Growth EOY	Budgeted Growth YTD	Variation Actual vs. Budget
	2008	Jan-09	2009	2009	2009	(*)	(*)
Extra Large	12	12	0	14	2	0	0
Very Large	30	31	1	34	4	0	1
Large Member	92	92	0	105	13	1	-1
Medium	251	253	2	278	27	2	0
Small	813	810	-3	933	120	10	-13
Very Small	345	359	14	447	102	9	6
Associate	312	331	19	453	141	12	7
TOTAL	1855	1888	33	2264	409	34	-1

The graph below is based on historical figures of the total number of APNIC members. This graph illustrates the steady growth in APNIC membership.



3.1.2 Membership Movement

The graph below illustrates the monthly movements of APNIC membership.

