



2022 Q1 Board Meeting Minutes

Meeting held via Zoom on 13 February 2022

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2. Attendees

2.1 VATNZ Board of Directors

<i>Position</i>	<i>Name</i>	<i>Initials</i>	<i>Attendance</i>
Division Director	Andrew Moseley	AM	Y
Deputy Division Director	Mark Richards	MR	Y
Training Director	Gary Parata	GP	Y
Operations Director	Tom Kilpatrick	TK	Y
IT Director	Nick Johnston	NJ	Y
Events Director	Mikey Robinson	MY	Y
Community Engagement Director	James Ford-Hathaway	JFH	Y

2.2 Other Attendees

2.2.1 Section reserved.

3. Welcome

3.1 Opening

- 3.1.1 AM opened the meeting at 2100h local, and welcomed Gary, James and Mikey to their first Board Meeting.

4. Closure and archival of the VATNZ Forums

4.1 Discussion Points

- 4.1.1 There was some discussion previously surrounding the current activity and utilization of the Forums, and whether they could be archived or not.
- 4.1.2 The Board agrees that there is a significant amount of historical information on the Forum, and that this needs to be filtered through, and preserved.
- 4.1.3 The Board noted that there is a potential benefit in repurposing the server to a mail-server, which would deliver some cost savings around hosting.
 - a. **Note:** This is discussed further in the IT Department update.
- 4.1.4 MR noted that so far in 2022, nine unique users have logged into the Forums; and access was sporadic in 2021.

4.2 Action Points

- 4.2.1 The Board will immediately cease to approve or action new Forum account activations.
- 4.2.2 NJ is to remove the Forums and store an archival copy privately until such time where these are sorted through by JFH.
- 4.2.3 TK is to announce the withdrawal of the Forums when the Minutes are made available to the Community.

5. Discord Logons

5.1 Discussion Points

- 5.1.1 Follow up discussion occurred surrounding the prevention of duplicate and spam accounts accessing the Discord server.
- 5.1.2 NJ noted that this interfaces with a project underway that changes how the VATNZ member database is updated from the central VATSIM database.
- 5.1.3 Some discussion is withheld under retroactive Executive Session due to privacy obligations.

6. IT Department

6.1 Google Workspace withdrawal

- 6.1.1 NJ noted that Google plans to withdraw its current Google Workspaces plan later this year, leaving VATNZ with a significant loss of services such as email, shared document access, and calendar functions.
- 6.1.2 NJ noted that if we continue to use Google Workspaces, it will cost USD\$6 per user per month, leaving VATNZ with a significant bill.
- 6.1.3 TK noted that there has been discussion in private VATSIM Technical Development servers surrounding the issue.
- 6.1.4 NJ noted that while it is possible to host our own main server and cloud system, there is still a cost associated with this, either way.
- 6.1.5 NJ is to continue searching for possible solutions and will report back to the Board in due course.

6.2 Discord

- 6.2.1 TK requested that the 'Administrator' permission be granted to the 'Discord Admin' role on the VATNZ Discord Server; ensuring that potential changes to the Discord Server can be actioned quickly.
 - a. This action item was completed by NJ during the meeting.

6.3 Other Business

- 6.3.1 NJ reiterated that there is a project underway reworking how VATNZ retrieves its member data from VATSIM. NJ also stated that work will need to be undertaken with VATPAC, to replace or rework the processing and services provided to them.
- 6.3.2 TK also raised an internal VATSIM project that could potentially benefit VATNZ and our services. This project has been requested to be kept private until it is made public and has been covered under retroactive Executive Session.
 - a. This prompted a significant amount of discussion throughout various departmental updates, which has also been covered under the retroactive Executive Session.

7. Operations Department

7.1 Overview

- 7.1.1 TK provided an overview of current Operations Department outputs and provided an overview of current projects.
- 7.1.2 **Standard Route Tool** – The tool been released and has been well-received by the Community. There hasn't yet been a need to update it; however new Standard Routes are planned to be implemented in the future and will be updated into the app automatically.

- 7.1.3 **Pacific Refresh** – Work has begun on a Pacific Refresh project; aiming to completely overhaul VATNZ's Pacific region of responsibility.
- a. TK noted that this will also fulfil the requirements for an Oceanic Differences Document under the Pacific Letter of Agreement

8. Events Department

8.1 Overview

- 8.1.1 MY has been reworking the event roster for February, before conducting a review of events in March. The intention is to conduct an event review every quarter, using Community feedback.

8.2 Upcoming Events

8.2.1 Anzac Parade 2022 –

- a. Talks have been ongoing with VATPAC, with a mutual agreement to change the event to later in the day. This will help ensure that members of the Community can attend their Anzac Day commitments freely.
- b. There has been discussion surrounding the inclusion of other Divisions into the event, but it has been decided that the event will go ahead with VATNZ and VATPAC only. This is both due to the timing of the event not being suitable for a long-haul flight, in addition to preserving the spirit of the event.

8.2.2 Cross the Ditch 22/23 –

- a. It was raised that the VATSIM BoG has requested CTD be extended to Hawaii, as to involve VATUSA. The Board discussed the benefits of including Hawaii in the roster, in addition to the potential downsides – specifically surrounding the timing of flight waves, and long flights.
- b. The various traditional pressure points surrounding CTD were discussed, such as staffing, timing and routes. The issues surrounding controller retention was raised, and there was a large amount of back-and-forth surrounding potential solutions.

8.2.3 Potential opportunities with VSOAs –

- a. MY also raised the potential of hosting an air show type event on the network, which has been enabled by the implementation of VATSIM Velocity.
- b. The Board agreed that is event is worth investigating further.

8.2.4 MY also discussed the current 'Night Shift' format and the various difficulties to the format.

8.2.5 MY and NJ also noted that January and February are traditionally the poorest months for traffic on the network, so there is a need for a continual review of the participation, as opposed to a sudden reaction to a lull.

8.2.6 MY raised a concern about Controllers booking positions too far in advance, preventing other Controllers from staffing that position. It was decided that an amendment to the ATC Pre-Booking Policy may be necessary to formalise this.

9. Training Department

9.1 Training Review

- 9.1.1 GP opened by outlining his recent urgent review of VATNZ theory courses, which was triggered by recent feedback as to the inaccuracy of some of the answers. All VATNZ Controller Exams have been checked for accuracy, with the Visiting Controller exam to be completed shortly.
- 9.1.2 This is a part of a larger project to refresh all the Exams, bringing them inline with current industry practice and document changes.
- 9.1.3 TK raised that the incoming Global Air Traffic Control Administration Policy (GCAP) covers all mandatory competencies that a Controller must demonstrate at every level.
 - a. TK is to send a link to the incoming GCAP policy to GP and MR.
- 9.1.4 GP also outlined the incoming changes to the administration of assessments and the management of assessment files.

9.2 Training Staff

- 9.2.1 GP outlined recent changes to the Training Staff. Discussion regarding specific individuals has been retroactively covered under Executive Session.

9.3 Other Matters

- 9.3.1 MR brought up that with changes in SOPs and Phraseology, it would be beneficial to list all the changes in a single document. TK confirmed that all incoming SOP changes will be listed in a single document and distributed as a part of the ongoing SOP project.
 - a. GP and TK are to continue to work together to ensure that changes in Operations materials are reflected into Training material and vice-versa.
 - b. It was also reiterated that a large amount of Operations material is due for a review, which have been constrained due to personnel limitations.
- 9.3.2 It was also raised that the VATNZ Membership Roster is inaccurate and does not accurately reflect recent ratings upgrades through Terminal.
 - a. TK is to make an announcement on the VATNZ Discord regarding the inaccuracies, and to call for inaccuracies to be reported to him for subsequent action.

10. Community Engagement

10.1 Overview

- 10.1.1 JFH has noted that while there has been an increase in engagement on the Discord server, there has been a decrease in the amount of moderation required.

- 10.1.2 JFH also raised the implementation of banner competitions on Facebook and the potential monthly summary of flight simulation occurrences.
- 10.1.3 Various discussions have been retroactively covered under Executive Session to preserve privacy and as to not jeopardize ongoing disciplinary actions.

11. Closure

- 11.1.1 With no further business, the Board Meeting was concluded at 2323h.