



## 2026 Q1 Board Meeting Minutes

Document Control	
Version	1.0
Authority	Division Director
Review Period	N/A

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## 1. Document Control

### 1.1 Document Identification

Document Identification	
Type	Board Meeting Minutes
Version	1.0
Authority	Division Director

### 1.2 Revision Records

Revision Number	Date	Summary of Changes	Authors
1.0	2 MAY 2026	Initial issue	TK

## 2. Meeting Administration

### 2.1 Meeting Details

Meeting Details	
Meeting Date	12 APR 2026
Start / End	1409h – 1612h
Platform	Zoom

### 2.2 Attendance

#### Board Members Present

Position	Name	Initials	Present
Division Director	Tom Kilpatrick	TK	Y
Deputy Division Director	Cam Tyson	CT	Y
IT Director	Nick Johnston	NJ	Y
Operations Director	Richard Bywater	RB	Y
Training Director	Gary Parata	GP	Y

Table 4: Attendance

**NB:** The Events Director and Community Engagement Director positions sit vacant.

### 3. Welcome

- Tom Kilpatrick (TK) opened the meeting at 1409h via Zoom.
- TK outlined the agenda items for the meeting and welcomed CT to his first board meeting as the Deputy Division Director.
- TK also bid farewell to Tom Lyall, who stood down from the Events Director portfolio. He also outlined the current state of the hiring process.

## 4. Prepared Agenda Items

### 4.1 VATNZ / VATPAC Visiting Controller LoA

- TK outlined the recent discussions with VATPAC on the LoA, with the decision to decouple the LoA from the wider training work, allowing the drafting to proceed.
- TK outlined the purpose of the LoA and the rationale for the change.

#### Action Items

- TK to continue working with VATPAC DD to progress LoA.

### 4.2 Divisional Policy

#### Discussion

- TK noted the slip in timeframe for the Divisional Policy, given the increase in workload.
- TK noted that the outline of the policy is complete, with further work needed to progress full policy statements.

#### Action Items

- TK to continue work on the Divisional Policy, and provide a working draft to the Board in May.

### 4.3 Privacy Overview

#### Discussion

- The meeting entered Executive Session at 1417h to discuss privacy-related matters and resumed Open Session at 1443h. Relevant action items were recorded and disseminated separately.

### 4.4 Community Survey

#### Discussion

- CT outlined the current progress of the survey - with 15 responses in the first week and healthy mix of VATSIM activity time.
- CT outlined that the survey will be open for two months, to improve the catchment of data.

#### Action Items

- CT to carry out a review of responses, and present the findings to the Board.

### 4.5 Bookings Roadmap

#### Discussion

- RB and NJ outlined the current state of the booking tool being produced by a member of the Ops Team.
- The Board noted that hosting, integration, data access, and oversight arrangements should be resolved before the tool is adopted for operational use.
- RB requested that TK complete a code review of the tool as-is to progress development.
- NJ outlined the need for a wider Division-level IT policy governing the processes for data usage, system access, and project oversight. TK noted that whilst this would be an important enabler, it can be pushed six months out.

**Action Items**

- RB and NJ to discuss the hosting arrangements for the booking tool.
- RB and NJ to evaluate and advise on the best approach for integration with VATNZ systems.
- TK to complete a code review of the booking tool.
- In six months, TK and NJ will initiate the writing of a Division-level IT policy.

## 5. Division Short-term Priorities

### 5.1 Operations Department

#### ENR Position Logons

- RB stated that work to amend the logons for ENR positions is still outstanding. RB also noted that the situation has also been improved with the recent launch of a vatSys plugin, which automatically appends the primed sectors.

#### Creation of an Operations-domain policy

- RB stated that work to begin the Operations-domain policy is still outstanding.

#### Identify a suitable individual for the Airspace Manager position

- RB stated that work to assess the skills required is still outstanding and that it may depend on the outcomes of the policy development.

#### Investigate pain-points in technical workflows

- RB and NJ are yet to meet to discuss the technical pain-points impacting Operations.

#### Action Items

- RB to continue to explore the renaming of the ENR position logon codes.
- RB to continue with the creation of an Operations-domain policy.
- RB to continue to identify a suitable individual to fill the Airspace Manager position.
- RB to meet with NJ to identify and prioritise any technical hurdles for Operations.

### 5.2 Training Department

#### Continue work on the Training Strategy Document

- GP outlined that the Training Department is limited by Mentor resourcing at the moment, causing GP to become more involved in day-to-day training. This has impacted the ability to further develop the document.
- GP outlined the need to move away from text-heavy, less accessible formats to more engaging and visually appealing training material. TK outlined a strong preference to address the current platform's deficiencies, rather than undertaking a resource-intensive transition and integration to a new platform.
- GP outlined the need to review how we report on member training, and to re-evaluate the training pipeline. GP and NJ discussed desired changes to training reports - moving from rating-based to evidence-based evaluations, as well as GCAP terminology updates.
- TK outlined the need to act on qualitative and objective feedback and that it may be beneficial to implement a post-training feedback loop. TK also outlined that the Mentors also have visibility into the effectiveness of our material and pipeline.

#### Investigate pain-points in technical workflows

- GP and NJ are yet to meet to discuss the technical pain-points impacting Training.

#### Action Items

- GP to continue work on the Training Strategy Document.
- GP to develop post-training surveys to gather feedback.

- GP to assess the current state of course material and its presentation and develop options for improvement.
- GP to meet with NJ to progress training report changes.
- GP to meet with NJ to identify and prioritise any technical hurdles for Training.

### 5.3 Events Department

- As the Events Director portfolio sits vacant, no progress was reported.
- TK noted the recent appointment to the Events Manager position and the recent uptick in activity.

#### Action Items

- TK and CT to brief the incoming Events Director when appointed.

### 5.4 IT Department

#### Investigate pain-points in technical workflows

- NJ outlined that work to assess the pain-points is ongoing.

#### Identify the necessary skills for the IT department

- NJ outlined that the skills assessment is ongoing.
- TK noted that once work on the Divisional Policy is complete, he is happy to devote some time to assisting in the IT space. RB also offered to assist.

#### Investigate the future state of VATNZ's technology stack

- NJ outlined that initial discovery and documentation work for the current state of the system is near complete, and that this will inform future improvements and platforms.

#### Action Items

- NJ to meet with other portfolio directors to identify and prioritise any technical hurdles affecting their work.
- NJ to continue to assess the necessary skills for an individual in the IT department.
- NJ to finalise the documentation for the current technology stack, and begin gathering requirements for a future platform.

## 6. Items for General Business

### 6.1 Discord Refresh

#### Discussion

- CT outlined proposed changes to the Discord server - focusing on a more intuitive and welcoming experience. TK suggested creating a new server to trial and wireframe any proposed changes.
- CT proposed the creation of a Senior Staff discussion channel, for additional coordination with Division leadership.
- TK outlined a desire to give our members more flexibility when it comes to their display name, both on Discord and on the Division's website. The discussion noted the need to balance any changes with the need for accountability and traceability.

#### Action Items

- CT to develop and propose changes to the VATNZ Discord server, to be reviewed by the Board.
- TK to create a Senior Staff channel in Discord.
- NJ to explore options for member display name augmentation, aligning with changes in Section 4.3.

### 6.2 Creation of a VATNZ Instagram Account

#### Discussion

- CT proposed the creation of a Division Instagram account - aiming to further increase visibility of the Division and our community. The Board agreed with the proposal.
- TK noted that social media management tools should be used to reduce the manual overhead and ensure our messaging remains consistent across all platforms.

#### Action Items

- CT to create and manage the VATNZ Instagram account.

### 6.3 Discord Reporting Enhancements

#### Discussion

- CT proposed several amendments to how we manage disciplinary actions - including further development of the moderation management interface to allow staff to attach images.
- Further amendments will be suggested to division policies to ensure the moderation management process is adequately governed.

#### Action Items

- CT to detail the improvements for the moderation management interface, including amendments to the member detail features.
- CT to work with TK to identify improvements/enhancements/consolidation of the Division's moderation and conduct policies.

### 6.4 VATNZ's 20th Anniversary

#### Discussion

- The Board discussed options for celebrating the 20th anniversary of the Division, falling on the 1st of January 2027.

#### **Action Items**

- All Board Members to have an open brainstorming discussion around options for celebrating the milestone.

### **6.5 Cross the Ditch**

#### **Discussion**

- TK, CT and NJ discussed the outcome of the meeting between VATNZ/VATPAC executives, and further discussed the implications of format or scope changes.
- TK outlined that if the format of CTD were to shift, we need to ensure we have enough variety in our events schedule. This would ensure that our controllers and pilots have exciting events to be involved in.

#### **Action Items**

- CT and NJ to continue liaising with VATPAC for the planning of Cross the Ditch events, and report back to the Board.

## 7. Conclusion

- With no further business, the meeting closed at 1612h.