2025 Q4 Board Meeting Minutes

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

Contents

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	20 JAN 2026	Initial issue	TK

2. Meeting Administration

2.1 Meeting Details

Meeting Details	
Meeting Date	08 JAN 2026
Start / **End**	1904h – 2130h
Platform	Zoom

2.2 Attendance

Board Members Present

Position	Name	Initials	Present
Division Director	Tom Kilpatrick	TK	Y
Events Director	Tom Lyall	TK	Y
IT Director	Nick Johnston	NJ	Y
Operations Director	Richard Bywater	RB	Y
Training Director	Gary Parata	GP	Y

Table 4: Attendance

NB: The Deputy Division Director and Community Engagement Director positions sit vacant.

3. Welcome

- Tom Kilpatrick (TK) opened the meeting at 1904h via Zoom.

- TK outlined the agenda items for the meeting and detailed the procedures for entering and leaving Executive Session.

4. Prepared Agenda Items

4.1 Community Safety and Moderation

- The Meeting entered Executive Session at 1907h and resumed Open Session at 1914h.

4.2 VATNZ / VATPAC Visiting Controller LoA

Discussion

- TK outlined the purpose of the LoA as well as the rationale for the change.

- TK noted that the timeline has slipped due to internal VATPAC resource constraints, but that the intent is to have the LoA completed, in principle, by March.

- RB suggested decoupling the LoA from the competency related deliverables.

- NJ and TK discussed the requirement to alter our core system's logic, taking into account the change in ratings requirement.

Action Items

- TK to reach out to VATPAC to discuss the options for decoupling the core LoA work from the downstream deliverables.

- NJ to investigate any necessary changes to core system logic.

4.3 Meeting and Reporting Planning

Discussion

- TK outlined the proposed timelines for upcoming meetings and reporting periods. TK also outlined updated reporting requirements, with all Directors now required to submit a quarterly report.

Action Items

- TK to provide the due dates for each Director's quarterly report.

- TK to begin planning for the year's board meetings, and provide the dates to all Directors.

4.4 Divisional Policy

Discussion

- TK noted the slip in time-frame for the Divisional Policy, given the increase in workload.

- TK noted that the current intent is to submit the policy for community consultation in March.

Action Items

- TK to continue work on the Divisional Policy, and provide a working draft to the Board at the earliest convenience.

4.5 Privacy Overview

Discussion

- The Meeting entered Executive Session at 1931h and resumed Open Session at 1943h.

Action Items

- Action items privately disseminated.

4.6 Community Survey

Discussion

- RB proposed holding a community survey to assess member satisfaction and collect general feedback from our members. The survey will be broad in nature, covering all division outputs.

- It was noted that this would be a beneficial project for the incoming Deputy Division Director to manage.

Action Items

- TK to brief and assign the project to the DDD upon appointment.

4.7 Bookings Roadmap

Discussion

- RB outlined the current state of the new ATC bookings bot, which will initially be Discord-centric. The roll-out methodology was outlined, as well as the project's eventual scope.

- TK outlined the need to maintain sovereignty over the bot, ensuring that the bot operates under the Division's control and on Division servers.

- TK outlined that the IT Director continues to be the governing authority for our technology, and that all keys that allow tools to present as a VATNZ system will continue to be controlled by him.

Action Items

- RB to continue to manage the Bookings Bot project and to coordinate the roll-out and testing phase.

- NJ to evaluate and advise on best approach for booking system integration with Discord bot and other platforms.

4.8 Short-term Divisional Focus

General

- TK opened by thanking all Directors for devoting their time and effort for the one-on-one conversations with him.

- TK noted that there were a handful of common themes across the discussions:

  - Directors operating at the tactical level, instead of operating at a strategic-oversight level.
  - The current tech stack holding back departmental outputs, and causing a significant amount of manual repetition. It was also noted that the training system doesn't especially cater for neuro-divergent learners.
  - For most departments, there are multiple sources of truth, with mostly manual processes. This included the current management of the Solo and Endorsement process, as well as the Event department's manual overheads.
  - Departmental and divisional documentation are lacking. This causes a substantial amount of variance in the quality and cadence of outputs across the division.

Priorities for the Next Six Months

- TK outlined a number of priorities for the next six months:

- A continued focus on leadership continuity and reducing our single-person dependencies.

- Implementing immediate fixes to technical hurdles - including assessing the technology we use to deliver training and addressing the top friction items for the Events department.

- Work to codify divisional and departmental outputs through policy - including publishing a core Divisional Policy, beginning work on an operations-domain policy, and developing SOPs for the Events department.

- Continued work with regard to item 4.5 of these minutes.

Aspirational Goals for the Next Six Months

- TK also outlined that there are three aspirational goals that will likely be started during the next six months:

  - Investigate and plan for the future of the VATNZ technology stack, aligning our systems with skills that we can recruit for.

  - Review the Community Engagement portfolio, with the intent to shift the focus to a community stewardship role. It was noted that this is likely to be given to the DDD upon appointment.

  - Investigate further collaboration opportunities with VATPAC - including frequent communications between portfolio directors, and potentially service sharing arrangements.

Action Items

- **TK** to continue work updating the Privacy and Data Protection policy, and to schedule a meeting with NJ to re-assess our data-flows.

- **TK** to continue work on the core Divisional Policy, with the aim to go out for community consultation in March.

- **NJ** to organise meetings with GP, TL and RB to gather feedback on technical workflows and pain points.

- **NJ** to assess what skills any incoming member of the IT department would need and to provide to TK.

- **NJ** to investigate the future state of the VATNZ technology stack, including performing requirements gathering from all other Directors.

- **GP** to continue work on the Training strategy document, including reviewing the syllabus and continuing work to codify policy.

- **RB** to begin the drafting of an Operations domain policy.

- **RB** to identify a suitable individual to move into the Airspace Manager position - noting TK's comment around members holding multiple portfolios, and the ability to temporarily restrict that.

- **TL** to continue with the Event Manager hiring process.

- **TL** to develop Event SOPs to ensure consistency in planning and cadence.

5. Items for General Business

5.1 The Future of Cross the Ditch

General

- NJ and TL outlined the reasons for the postponement of Cross the Ditch 29 (CTD).

- There were general discussions around potential future plans for CTD, including a change in scope or frequency.

- TK outlined his desire to increase complex event offerings for our community, including investigating new event offerings with VATUSA, VATSUR and VATMEX.

Action Items

- TL to investigate further event offerings with VATUSA, VATSUR and VATMEX.

5.2 Airspace Positions

General

- RB outlined an idea to amend the logon for enroute sectors from location-based designators, to sector IDs. This allows external tools to more accurately depict a controller's full boundaries when extending their sector.

- There was also a general discussion around the definitions of primary and secondary positions and the implications for S1-rated members. It was agreed that this is now overly restrictive, and needs re-assessment.

Action Items

- RB to generate a proposal to amend the logon for enroute sectors from location-based IDs to sector IDs.

- RB to conduct a review of primary and secondary position designations as a part of the operations-domain policy.

6. Conclusion

• With no further business, the meeting closed at 2130h.