



# Q1 2022 Board Meeting Minutes and Report

Version 1.0

01/04/2022

## WARNING

Information contained in this document is intended for flight simulation purposes and must not be used for any real-world aviation use.

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## Chapter 0 Document Control

### 0.1 Document Identification

<b>Type</b>	Minutes
<b>Name</b>	Q1 2021 Board Meeting Minutes
<b>Owner</b>	VATPAC Board
<b>Version Number</b>	1.0
<b>Issue Date</b>	01/04/2022
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### 0.2 Revision Record

<b>Version Number</b>	<b>Issued Date</b>	<b>Ref No/Chapter</b>	<b>Details</b>
0.1	27/03/2022	All	Initial Draft
1.0	01/04/2022	-	Published

### 0.3 Explanations and Definitions of Terms

N/A

## Chapter 1 Meeting Minutes

### 1.1 Welcome

ZF opened the meeting at 0924UTC on the VATPAC discord and thanked everyone for their attendance.

### 1.2 Attendance

Position	Name	Initial
Director of Division	Zach B-F	ZBF
Director of Air Traffic Services	Sam K	SK
Director of Internet Technology	Will S	WS
Director of Membership	Blair S	BS
Non-Executive Director	Sam W	SW
Non-Executive Director	Ryan M	RM

### 1.3 Apologies

Position	Name
Acting Director of Operations	Clem W
Director of Events	Josh M

### 1.4 Adhoc Votes

No Adhoc Votes during Q1 2022.

## 1.5 Old Business

### 1.5.1 Departmental Shuffle

ZF reminded the board that he was to organise a vote about the restructure, which didn't end up taking place. ZF shared the latest proposed board structure which included merging the ATC Training and Standards department with the Airspace and Publication department. This new department is named the "Air Traffic Services" department and includes all of the aforementioned responsibilities.

**ZF moved, seconded SK, that the proposed changes be accepted by the board.**

**All in favour.**

ZF also moved that Clem W, who was acting in the Airspace and Publication Director role would move to Deputy Division Director for an interim period of no more than 6 months initially.

**ZF moved, seconded SW.**

**All in favour.**

The above changes also result in Steven C (currently on LoA) terminating his Director position. Thanks Steven for your contribution and we hope to see you around again soon.

### 1.5.2 ATS Policy

ZF shared with the board that the public consultation period for the Air Traffic Services Policy had commenced with both the initial draft V1.0 and a second draft V1.01 being shared. Generally positive community feedback with constructive and helpful suggestions as well. SK and ZF will continue to work on another Draft for release and further review GCAP and other operational requirements. No objections or questions from any other board members.

### 1.5.3 Community Policy

ZF queried BS on if the Community Policy draft had progressed any further from the last meeting. BS stated the policy is well in the works and that he continues to work closely with Brett C. He also added that new draft would rely more on the CoC with minor specific variations for VATPAC. It will be ready for public consultation soon™.

## 1.6 New Business

### 1.6.1 Moderation by VATSIM Supervisors

RM noted that there had been recent instances of VATSIM Supervisors via mediums other than the online network, such as via PM on Discord. BS added there had been instances in the past where VATSIM Supervisors had acted in a moderator capacity on the Discord – this was a grey area as CoC does apply but is enforced by approved moderators. ZF noted that per his understanding of the VATSIM Supervisor SOP, this was not standard practice but also a bit of a grey area. If there were any further issues ZF would escalate to VP Supervisors, but no further action required at this time by VATPAC.

### 1.6.2 Opening of VATPAC Bank Account

ZF told the board that he had initiated actions to open a bank account under the new registered ABN to better manage and track monies spent by the board. ZF added that he required a specific motion to open the account.

**ZF moved, seconded WS, that a bank account be opened under the organisation ABN and that himself, Will S and Clem W be added as signatories to the account.**

**All in favour.**

ZF noted the requirement of the Constitution to ensure a Secretary/Treasurer was appointed by the board and that they could not be a voting board member. ZF continues to act in this role until such time a suitable member can be found.

We will setup and use the transparent software called “Open Collective” to manage the funds for VATPAC and ensure transparency for the community on the use of funds.

### **1.6.3 VATNZ LoA**

ZF reminded the board that he had shared a new draft Letter of Agreement between VATPAC and VATNZ, with the key change being that controllers would not be treated as local controllers, but be given automatic and reciprocal visiting controller endorsements (per GCAP) and would be subject to the visiting controller requirements in the GCAP, which would include (but not limited to) a minimum S3 rating and not more than a certain number of hours outside of your home division.

No objections or concerns raised by the board.

### **1.6.4 Names on Community Platforms**

ZF and SK brought up that some members (especially those whose primary employment is in aviation) have raised issues about their online identity specifically on VATPAC community platforms. SK proposed that the following convention be standard automatically on all community platforms:

[First Name Last Initial – CID]

Initially members won't be able to change this, board will review later. Manual change requests are not to be processed yet.

### **1.6.5 Technology Stuff**

ZF queried on the status of the technology infrastructure, specifically the forums. It was noted that the forum usage has decreased significantly in the last 6-12 months, including for staff. Forums will be tidied, condensed, and simplified with some threads/categories archived. Forums will remain on Invision Community unless a suitable open-source replacement can be found (and all data converted). This is a low priority.

WS added that work continues on consolidation of services to reduce costs. BS added that development is progressing on membership facing services such as the main site, helpdesk and user dashboard.

## **1.7 Closing**

ZF queried if there were any other matters to be raised by the board.

ZF closed the meeting at 1004 UTC.

## Chapter 2 Department Reports

### 2.1 Division Statistics

There are currently **3413 (-79)** active members of the VATPAC division. The breakdown of those members' rating is as follows.

Pilot	S1/S2	S3	C1	C3	INS	SUP/ADM
3037	193	58	80	23	13	9
(-92)	(+8)	(+4)	(-4)	(+1)	(+5)	(-1)

#### ATC Activity (Top 5 Enroute Positions)

Position	Hours	Uptime
ML-BIK_CTR	230	11 % ↓
ML-ELW_CTR	210	9 % ↓
ML-TBD_CTR	73	3 % ↓
BN-INL_CTR	67	3 % ↓
BN-TSN_CTR	62	3 % ↑

#### Movements (Capital City Airports)

Airport	Departures	Arrivals	Movements
YSSY	3605	2861	6466 ↑
YMML	2381	1769	4150 ↑
YBBN	1358	1037	2395 ↑
YPAD	639	524	1163 ↓
YPPH	553	400	953 ↓
YPDN	362	281	643 ↓
YMHB	207	195	402 ↑
YSCB	373	320	693 ↑



## 2.2 Air Traffic Services

Throughout the last few months our VATPAC Air Traffic Services (ATS) Team have been working hard behind the scenes on overhauling our department to further improve our training system and applying focus on maintaining standards within our division.

### Training

Introduction of a new and improved Training Management System (TMS) - TMS - VATSIM Australia Pacific (vatpac.org), streamlining our training process, thanks to Will Smart.

Re-structure of training roles, with the mentor position removed, allowing us to transition to instructor roles only.

I1 – Rating (S2 training and assessments)

I3 – Rating (S2, S3 and C1 training and assessments)

Ability to independently train and assess a student, streamlining our mentoring and assessment process. The option is still available for another assessor when deemed appropriate by the instructor.

### Train the Trainer (TTT)

Train the Trainer (TTT) courses (I1 & I3) developed for existing and future instructors, thanks to Matt Kelly.

Flexibility in the utilisation of over the shoulder (OTS) on the network for achieving competency outcomes following an assessment if deemed required by the instructor.

### Standards

Successful recruitment of Subject Matter Experts (SME) forming part of the ATC Standards Team. We currently have 4 SMEs with a variety of real-world controlling experience on Delivery, Ground, Tower, Approach, Director and Centre. These SMEs will be responsible for supporting the training team where necessary and providing advice to tickets received via the helpdesk or requests via discord.

### ATS Policy

On another note, you may have seen we recently released a newly proposed VATPAC Air Traffic Services Policy for consultation with the community allowing for feedback up until the 8/04/22.

A noticeable change is the implementation of the S1 (Developmental Rating) position in this division. Many of you might be wondering why we would do that... not seeing the need or a requirement in the VATPAC division. More information may be found on the forums.

### **Aeronautical Information Services**

Peter S has continued to work through the monthly AIRAC cycles, as per the NOTAMs. We appreciate the work he does behind the scenes. Without it, we wouldn't have such accurate and up-to-date, and also realistic ATC clients.

On that note, we are still looking for a keen individual to learn from and assist Peter with AIRAC cycle updates moving forward. Please email [ats@vatpac.org](mailto:ats@vatpac.org) for more information.

## **2.3 Events**

### **Staff Changes**

Charlie M has joined the Events Department as an Event Coordinator during Q1. Expressions of

Interest have been opened to the community and will be contacted as required. No other changes to

### **Events Staff Meeting**

The Events Staff Team met on the 28th of March 2022 and discussed many new projects which will be explored in due course. Some discussed items include:

- Cross the Pacific Event Idea
- Cross the Ditch future changes
- Rostering of General Events
- Changes to 2022 Major Events List

Details about each of the above dot points will be released in due course.

### **Major Events in Q1**

City Pair – Brisbane & Adelaide

On the 21JAN22 VATPAC hosted a City Pair events between Brisbane & Adelaide. Traffic was noticeably lower than expected, and this has been attributed to the date for the event. VATPAC will investigate future possible dates and times for such an event.

### Transcon Shuttle Eastbound

On the 26FEB22 we hosted a Transcon Shuttle Event from Perth, Broome, Darwin, Alice Springs and Melbourne. Engagement with this event was slightly lower than expected, but it is likely external factors where to blame for the reduction in traffic.

### Darwin – Sultan Shuttle

On the 13MAR22 we hosted a shuttle between Darwin and Makassar. This event was a resounding success with over 30 aircraft between the two fields. VATPAC is looking into adding another event with INDOvACC into the 2022 Calendar

## 2.4 Technology

### Staff Movements

There have been no staff movements within the Technology Department this quarter.

Applications for developers interested in joining the department opened in early February. A small handful of responses have been received, however these are yet to be progressed through to formal roles at this stage. Applications remain open, and any suitably experienced individuals are encouraged to apply.

### Financial Matters

Following on from the previous quarterly report, the department has continued to reduce costs through the consolidation of existing infrastructure. However, this work is continuing and will take some time due to the need to reconfigure how several key services are hosted.

### Ongoing Projects

In partnership with the Membership Department, development of a new website theme & accompanying stylesheet has been completed. This design is being used to shape the development of a new static website as we look to transition away from the Invision Community platform.

An initial plan for a refurbished Events site has been developed and is now waiting for a developer to become available to begin working on it.

## **Upcoming Projects**

Work on an overhaul of the Discord bot remains on hold due to insufficient developer availability. We acknowledge that this is an important part of our infrastructure as the Discord server is the most active of our community platforms and intend on making these critical changes as soon as possible.

## **2.5 Membership**

### **Staff Movements**

Pepijn C & Luke W join the team as membership assistants.

### **Weekly Wrap up**

After a successful trial last year, the weekly wrap up is back and improved. A weekly news summary of upcoming VATPAC, VATSIM and Flight Simulation events and news.

### **Home Website**

A new static site is in the works allowing our team a chance to update all page content. This is a time-consuming and lengthy job, however, will allow all content, links and styles to be current and working.

### **The Scope**

'The Scope' has taken a brief pause as we look to update our infrastructure and publication system for the scope. The scope will return once our new website is complete hopefully by the end of Q2.

### **The Studio**

All marketing content is now created using our custom studio service. We are working to allow more designs, customization and cross-division use however has been delayed due to other services having development priority. The studio allows us to create consistent and high-quality banners and promotional material in a matter of seconds from any mobile device. An innovation that has dramatically improved staff productivity.