



Meeting Minutes

VATPAC Board of Directors

Q1 2016 - 23rd March 2016

1. Call to Order

Greg Barber called to order the regular meeting of the VATPAC Board of Directors at 10:25 AM on Wednesday, June 22, 2016.

2. Roll Call

Attendees	Initials
Greg Barber – Director Division	GB
Joel Richters - Director Operations	JR
Peter Adamos – Director ATC Training	PA
Tracy Shiffman – Director Events & Communications	TS
David Zhong – Former Director Operations	DZ
Apology: Steven Brown – Director IT	

3. Votes and Proceedings

1	Establish a new role of VATPAC Communications Coordinator.	M: GB S: TS (Unanimous)

4. Acceptance of Minutes of Previous Meeting

The minutes of the previous meeting were presented/previously presented and a motion made/carried to accept the minutes as presented.

Moved: TS

Seconded: DZ

5. Business Arising

5.1 Website

The website is continuing to change with new structure being developed. GB expressed the need for new content to be updated regularly to keep the content lively and interesting. Possible strategies for this include articles (training, operational, event etc), competitions, quick tips etc.

JR suggested that more dynamic information should be prioritized above things like welcome messages etc. GB to liaise with IT to get this done.

6. New Business

6.1 Outgoing Director Operations David Zhong

The board thanks David Zhong for his service as Director Operations over the last 2 years. After taking over the role in difficult circumstances, David has overseen the implementation of AIS team, the publication of MATS and many other projects that hold the Division in good stead going forward.

6.2 Welcome Joel Richters – Director Operations

The board would like to welcome Joel Richters to the role of Director Operations.

6.3 Welcome Peter Adamos – Director ATC Training

With the appointment of Greg Barber to the role of Director Division, the board would also like to welcome Peter Adamos to his new role as Director ATC Training.

7 Departmental Reports

7.1 Director Operations

One applicant for additional ops delegate, JR to follow-up.

Major points... Sector Files – MVA resolution improved and TMA airspace boundaries revised to support APP/DEP positions. Milk Run Monday extra TMA positions working well. Coordination and airspace awareness key factors and needs input from training. Procedural tower policy tweaked to clarify those towers that fall under GRP Procedural Tower requirements.

7.2 Director ATC Training

Concern expressed about mentor activity and how to best keep the team engaged. Spotting new talent difficult. No applicants for VATPAC13 to date. PA advised to continue the search and start targeting individuals who may fit the role.

PA prompted a discussion about how to provide training support for TMA position changes. GB suggested this is a good place to start for new website content in the form of a webinar or presentation type article.

7.3 Director IT

Absent

7.4 Director Events & Communications

Deputy Director Communications has resigned. Position will not be refilled in favour of creating a new position of VATPAC Communications Coordinator. TS to create a position description and circulate to the board for discussion prior to looking for potential candidates.

Communications Town Hall Meeting:

- Insufficient links to calendar on main page. Calendar link added to Quick Links on right hand side menu. GB believes that's enough, can't provide one click links to everything.
- A Site Map would be a good idea, IT to look into implementation.
- Facebook Usage: (JR) Posts on Facebook should be used to redirect traffic back to the website for more info. Discussion about use of other social media ensued. GB indicated a reluctance at this stage to specifically target these avenues in favour of getting our Facebook profile right. Regular posts to our Facebook page should begin to propagate through other forms of social media automatically.
- A new calendar system is being tested. (JR) Should we create Facebook events and use that calendar as well? (GB) reluctant to use more than one calendar as we must be mindful of workload and spreading ourselves too thin, but may be a place for creating Major, non-regular events in the Facebook calendar.
- Mailing List: Disappointing uptake so far. We will not be using older mailing list databases to target sign-ups. It is an opt-in system and users will need to opt-in should they wish to receive regular updates. TS agreed that after mail-outs begin, interest in receiving them may pick up.
- Comms Role: Agreed to create a new position for managing communication methods. Position description and KPIs to be devised by TS and the role will remain under the Events/Communications banner.

8 General Business

8.1 Staffing

GB moved to continue the meeting under executive session. Seconded JR.

Discussion regarding various roles within the Division staff structure. GB to follow up with key stakeholders.

9 Meeting Closed: Time 9:15pm

Next Meeting during last week of June 2016.