Q2 2018 BOARD OF GOVERNORS MEETING MINUTES 25AUG18

Table of Contents

Control Pages

Document Identification

Document Identification	
Department	VATSIM Board of Governors
Type	Publication
Version	1.0
Issue Date	29OCT18
Identification	2018 Q2 BoG Meeting Minutes

1.1   Revision Records

Revision Number	Date	Description of Change	Author
0.1	06SEP18	Initial Draft	ZF
1.0	29OCT18	Final Release Version	MR

1.2 *Related Documents*

Document Name	Document Identification
None	None

1 Present

Position	Name	Initial	Notes
VATGOV1	Gunnar Lindahl	GL	Chair
VATGOV3	Jamie Fox	JF	-
VATGOV4	Jackson Harding	JH	-
VATGOV6	Matt Cianfarani	MC	-
VATGOV9	Roger Curtiss	RC	-
VATGOV10	Matt Bartels	MB	Minutes
VATGOV11	Tim Barber	TB	-
VATGOV12	Daniel Gomes	DG	-

2 Minutes

2.1 Welcome

GL opened the 2nd Quarter 2018 BoG meeting at 20:07z

2.2 Apologies

Position	Name	Initial	Proxy
VATGOV2	Mark Richards	MR	GL
VATGOV5	Zach Biesse-Fitton	ZBF	GL
VATGOV8	Norman Blackburn	NB	GL
VATGOV14	VACANT	--	--

2.3 AdHoc Votes Since the Previous Meeting

There had been two votes since the previous meeting, both of which had passed.

- Approval of the BoG quarterly minutes for Quarter 1, 2018
- Approval of the Developer Confidentiality Policy to supersede the previous VATSIM Non-Disclosure Agreement

It was moved by MB, seconded by DG, "That we move into Executive Session."

CARRIED UNAIMOUSLY at 20:10z

It was moved by TB, seconded by GL, "That we move out of Executive Session."

CARRIED UNAIMOUSLY at 20:11z

2.4 Matters Arising from the Previous Meeting

2.4.1 Supervisor Coverage Update

TB Moved to have this updated moved from old business to the Supervisor Department Update. It was seconded and carried unanimously

2.4.2 Strategy document for VATSIM (GL)

A roundtable discussion was opened on the topic of VATSIM's vision for the future. Initially GL proposed a 1 – 2-page document defining what VATSIM is and what we wat to accomplish; including the goals of the BoG positions.

MB postulated that this sounded more like a mission statement and should be a few paragraphs at most. He suggested that the language within the preamble of the Code of Conduct be used as part of an official VATSIM Mission Statement.

GL then outlined the desire to get information to membership on a regular basis about what the BoG is doing and how individual BoG members are accomplishing their assigned duties.

As technology improvements are at the forefront, the idea is to use a blog to communicate updates from the technology team. Once these projects are completed, we would use this blog to communicate updates from the rest of the BoG members to provide insight to membership about what the BoG is doing in the background.

GL also stated that all management levels in VATSIM from the BoG down to the division need to evaluate when changes are truly needed and if such changes are good for VATSIM. Right now we seem to be making changes for the sake of change when it may not truly be necessary and causes discontent amongst our members

2.4.3 Safeguarding Minors on VATSIM (MR)

VATSIM has an obligation to membership to ensure that all members are afforded a safe and comfortable environment. A working group is being established to update and strengthen our policies when it comes to keeping minors safe when using VATSIM.

2.4.4 GDPR Review and outstanding work (GL)

GL requested updates from DG, JH, and MC on the processes and procedures for handling the Right to Erasure and the Right to Access clauses of GDPR.

DG outlined the process the membership department follows when a ticket comes in including the users ticket request per the VATSIM Privacy Policy as well as forwarding deletion and information requests to the division and local levels to ensure deletion and compliance.

MC stated that the current process does take a bit of time but that web services is working on ways to further automate requests to alleviate workload and increase response time.

We are also testing new processes for obtaining parental consent for minors

GL asked if we needed to bring on another individual to assist with workload. DG and MC both stated that they can handle the workload for now and that they would be open to help if the workload became unmanageable.

2.4.5 Online Activity of BoG members (GL)

The VATSIM Code of Regulations does not define a minimum online presence for members of the Board of Governors. Regional Directors are held to a minimum of 8 hours online a month. It is the opinion of GL that BoG members should be held to a similar online requirement.

GL proposes that BoG members be required to be connected to the FSD Servers a minimum of 24 hours each quarter. This could be accomplished by flying, controlling, mentoring or instructing ATC students on the network (not sweatbox), supervising, or being connected as their VATGOV callsign while working on other VATSIM related projects in the background. Such a proposal would fall to a full BoG vote to be carried out in the near future. Implementation of the online activity requirement would begin Q4 2018.

TB stated that this requirement was a good first start but more needs to be done to keep the BoG engaged. He suggested that there be an expectation of all BoG members to resign their positions if they find themselves unable to carry out the duties of their position for extended periods of time.

The motion was voted on by the BoG and unanimously passed.

2.4.6 Succession Planning (GL)

GL stated that we have seen a lot more interest in VATSIM leadership positions over the past year. He believes that much of this is due to better advertisement of our positions. That being the case, GL wants to have a more formal plan of how to replace people on the BoG when they decide to vacate their position. He recommended each BoG member think of 1 or 2 people that they think would be a good fit for their replacement and to reach out to them when the time comes to gauge their interest.

MB noted that while a BoG member's recommendation would obviously carry some weight, the BoG member making the recommendation should use care and tact when approaching people that he or she feels a good fit as anyone may apply for BoG positions and it is possible that the BoG members recommended candidate may not be the individual selected for the position.

2.4.7 **NDA / Document Control / File Collaboration / Open Source (ZBF)**

The existing NDA has essentially been squashed by the new "Developer Agreement". This developer agreement is aimed at developers wishing to work on closed source software relating to backend systems and authentication. We are exploring the options of what we can open source, however that is on the back-burner for the moment until we achieve the new voice codec and other various FSD improvements. The agreement has been signed by some new developers with version 1.1 (with minor changes to ensure all parties are happy) will be released shortly.

File collaboration software (library.vatsim.net) has been implemented.

2.5 New Business

2.5.1 **Voice Codec Update (ZBF)**

Work continues on the new voice codec. The team of Gary (project lead), Mark and Eoin have produced a great prototype with increased clarity, reduced latency, and a more realistic VHF simulation.

This codec does not use voice rooms. It features altitude-based VHF range for any frequency you have tuned in your sim. This mean voice CTAF, this means company frequencies, this means chatting to your friend on 123.45!

The voice codec is working in our test environment and we are running some more robust tests on it for stability and reliability. We are also working with the developers vPilot, xSquawkbox, Swift, and our ATC Clients on implementation.

More information and examples can be found on the VATSIM Blog. (blog.vatsim.net)

2.5.2 **Interviews and selection requirements for Vice President – Pilot Training (GL)**

Divya Patel has vacated his position as Vice President – Pilot Training (VATGOV12). MR requested for some BoG members to participate in the selection and interview panel. Prior to filling the vacancy, GL wanted to discuss the role of VP – Pilot Training and if any changes should be made prior to interviewing new candidates.

2.5.3 **Establishment and maintenance of a minimum pilot standard to join VATSIM**

Discussion on the previous topic led to a general discussion on minimum pilot standards and how to implement them.

GL believes it is time for VATSIM to put in some basic safeguards on pilot quality. He suggested a basic exam prior to being issued a CID that covered what VATSIM is, how to connect, Code of Conduct, where to go for resources such as charts, and how to get help. Such an exam would be automated.

Most members of the BoG during the discussion agreed that a standard needed to be set, but what the standard should be ranged from VATSIM basics such as don't connect on a runway all the way through mandating the P1 rating prior to being issued a CID. Consensus was that the basic standard needed to be set low initially but could be increased if needed.

While more work on defining and implementing a standard need to be done, it is thought that the basics of aviate, navigate, communicated coupled with basic VATSIM do's and don'ts (such as not connecting on a runway) is a good place to start.

The idea is to make a 50 – 100 question exam bank of which 10 -15 random questions would be pulled for the new member skills check with questions on VATSIM rules, procedures, and basic airmanship.

Such an exam would not have any region specific procedures such as how to conduct an IFR flight in Europe or a VFR flight in the United States, however there is a desire to ask the member upon completion of the exam where they would be interested in beginning flying and be able to provide an introductory video explaining region specific procedures to assist the new member with his or her first VATSIM flight, as well as point them in the direction of Pilot Training and other resources they need to be a successful VATSIM pilot.

3 Department Updates

3.1 *Operations (MR)*

The key points of MR's report can be found in the Old and New business portions of these minutes

3.2 *Network Systems (JF)*

There was a small outage in late June on the USA – W server which also hosts the vatsim.net forums. No other issues

3.3 *Regions (JH)*

It was moved by JH, seconded by GL, "That we move into Executive Session."

CARRIED UNAIMOUSLY at 21:30z

It was moved by JH, seconded by GL, "That we move out of Executive Session."

CARRIED UNAIMOUSLY at 21:37z

3.4 Technical Development (ZBF)

- Work on FSD improvements have begun thanks to Chris (project lead), Daren, and David. The primary goal of this team is to remove some of the major bugs with FSD as well as bring the location updates to every 0.5 seconds (Just like ADS-B)
- Implementing the ICAO flight plan format to replace the current FAA style flight plan format.
- We are working on establishing a public test server for VATSIM open source development
- We want to create a General Manager of Clients and a General Manager of Network Development to assist with project management. The roles these two positions would serve is still being determined.
- Improve documentation for development processes and server infrastructure to allow for open sourcing

3.5 Web Services (MC)

- Deployed USA-S server with up to date software and security measures
- Decommissioned USA-C
- Initiated a new, centralized server monitoring program using multiple notification channels such as email, SMS, and Discord to alert of any possible service and host outages
- Imagineered a new global load balancing solution to move the network to a high availability cluster.
- Created standardized deploy methods for future network server deploys
- Continued collaboration and operational advice to the multiple developer working groups brought online over the past few months
- Created mock-up designs of a new CTP site
- MC wanted to give special recognition to Aiden Stevens for all his help over the past quarter with server and web help.
- GL concurred and thanked MC for all his great work in the previous quarter

3.6 Conflict Resolution (NB)

NB had not provided a written report prior to the meeting and was not present at the meeting, so no report was available.

3.7 *Virtual Airlines and SOA (RC)*

Nothing significant to report. Virtual Airline and vSOA partner count as of 21AUG18 is 127.

A gentleman from Germany has offered to assist with the VASOPS page but needs access. Action item set for JF and MC.

3.8 *Marketing and Communications (MB)*

MB recapped VATSIM's participation at FlightSim Expo 2018 and spoke about VATSIM's intentions to participate at FlightSim Expo 2019. MB is currently in talks with the event organizers as far as what VATSIM's participation at the 2019 convention will entail.

VATSIM will have displays at Flight Sim 2018 in Cosford, United Kingdom as well as the OZ Flight Sim Expo in New South Wales, Australia.

Callum Strawbridge has been selected as General Manager – Social media and is handling the day to day management of the VATSIM Facebook and Twitter feeds.

Andre Almeida has been selected as General Manager – Member Engagement and will be updating the events feed on the vatsim.net homepage as well as working with Cross the Pond and WorldFlight. He brings great ideas to the table to get our members more involved with flying and controlling on VATSIM.

It was moved by MB, seconded by GL, "That we move into Executive Session."

CARRIED UNAIMOUSLY at 21:48z

It was moved by MB, seconded by GL, "That we move out of Executive Session."
CARRIED UNAIMOUSLY at 21:58z

3.9 *Supervisors (TB)*

Ken Haught has been selected as Senior Supervisor for Team 1. Nic Cavacini is now dedicated to the Assistant to VP Supervisors role.

There are 136 active supervisors with 77.92% supervisor uptime reported in June 2018

A revision to the Code of Conduct has been in development. A first draft was sent to the BoG for review. A final draft will be sent to the BoG no later than August 31 for approval. Targeted implementation date of the new CoC is 01 November 2018. In addition to the revised CoC, the supervisors and admins will receive a companion guide to assist with the interpretation and enforcement of the new CoC.

TB would like to officially thank his senior supervisor team as well as Nic Cavacini for their assistance in drafting the new CoC.

3.10 Membership (DG)

Membership will need to hire new managers to complete the audit and ticket teams. The number of individuals needed will depend on the new guidelines in the CoC and it's approval.

4 Other Business and Closing

4.1 Other Business

GL asked the BoG if there was any other business to be discussed in public session. There were no responses.

It was moved by GL, seconded by MC, "That we move into Executive Session."

CARRIED UNAIMOUSLY at 22:02z

It was moved by GL, seconded by TB, "That we move out of Executive Session."

CARRIED UNAIMOUSLY at 20:16z

Closing

GL thanked all attendees for their attendance and closed the meeting at 22:17z