



# **VATSIM Executive Committee**

## **Meeting Minutes**

Special Session

September 18, 2016

### **I. Call to order**

Chairman Nicola Felini (NF) – North America Region Director called to order the Special Session of the VATSIM Executive Committee (EC) at 2103z on September 18, 2016 on TeamSpeak. The special session was held in accordance with the VATSIM Code of Regulations §3.08, sub-section B. The meeting was requested by Chairman Nicola Felini.

### **II. Roll call**

#### **A. Present:**

Regional Director Thomas Mathieu (**TM**) – Africa & Middle East Region  
(minutes)

Regional Director Anastasios Stefopoulos (**AS**) – Asia Region

Regional Director Apostolos Damkalis (**AD**) – Europe Region

Chairman Nicola Felini (**NF**) – North America Region

Regional Director Jackson Harding (**JH**) – Oceania Region

Regional Director Federico Navarro (**FN**) – South America Region

#### **B. Apologies:**

#### **C. Auditors:**

President Kyle Ramsey (**KR**) – Board of Governors

Deputy Regional Director Ira Robinson (**IR**) – North America Region



### III. General Business

#### A. Special Meeting: Benefits **NF**

- Brief discussion on the importance of intermediate meetings in between the regular quarterly meetings to improve the timeliness of the group's action items.
- The EC agreed that more frequent meetings would get more business done. These special meetings should occur monthly in between the normal quarterly session.

#### B. Hit Squad – **NF, JH**

- Coordinator job posting:
  - Discussed qualifications for the hit squad team leader.
  - Posting for team leader should be made within 2 weeks.
  - JH and his team shall interview the candidates and present candidates to the EC.
  - JH shall lead the team
- Structure of the hit squad
  - Team should consist of team leader, instructor and web services such as sector files and charts.
  - The hit squad should have full discretion on how many team members they might need; however, they must have a #2 person in charge to direct controller resources as needed.
  - FN discussed the benefits of the team reporting to and accountable to the EC so that if the group is not meeting goals, the EC can make adjustments.
  - JH discussed that current members of the hit squad are long time members who are well qualified.
  - NF discussed concerns about resource management.
- Goals
  - Ultimate team goals will be discussed when a team lead is appointed.
  - Candidates shall be presented to the EC no later than the next quarterly meeting or sooner by JH and FN.
  - Post seeking candidates shall be posted within 2 weeks.
  - No motions were presented or voted upon during this discussion.



### C. GRP Audit Team – NF

- The committee discussed how the team would be structured, goals and ultimate roles.
- First responsibility would be to audit GRP implementation then policies and training.
- Resources, such as web sites and training materials would also be evaluated and other tasks as the EC warrants.
- It was agreed that the audit team shall consist of 6 members, one from each region reporting directly to the EC. One of the 6 members shall be appointed as team leader.
- The EC discussed short and long term goals for the audit team.
- A member of the EC shall oversee the audit team and provide the audit team with its directives. The discussion favored the audit team be audit any region other than their own. The audit team shall work together to complete all of the EC's audit objectives.
- The EC also discussed and agreed to minimum qualifications for an auditor. The EC agreed to a minimum rating of C1 with previous mentoring or training experience, with former staff roles preferred. Member must be active on the network. They also discussed concerns about limited people available and suggested former staff members and instructors as possible candidates.
- Discussion of how the EC would appoint members. The best approach agreed to was that the Regional Directors would appoint a member from their region.
- NF requested that any announcements for job postings be approved by the EC prior to posting to the public.
- The deadline to appoint members is by the EC Q3 meeting.
- TM was selected to lead and liaise with the audit team. The audit team will report to TM. NF will assist TM where needed.
- **A motion was made to formally create a panel called the Regional Audit Team, consisting of six (6) members, one from each Region, appointed by their respective Regional Director. They will report to and operate under the authority and will of the Executive Committee (EC). Responsibilities shall include auditing of Divisional and local policies, GRP implementation, resources and other tasks assigned by the EC. The Audit team will report directly to the EC via TM with NF assisting as necessary.**



**MOTION – NF**

**SECOND – TM**

**TM – Aye**  
**AD proxy for AS – Aye**  
**AD – Aye**  
**NF – Aye**  
**JH – Aye**  
**FN – Aye**

**MOTION CARRIED**

#### D. Region Reports – **NF**

- A template for a standard for regional reports was submitted by JH for discussion and approval.
- Discussion on formatting of the template. Revisions were made due to concerns about the RD's ability to effectively pull data from the server.
- Oceania has a comprehensive region report format.
- Concerns were discussed about the limited ability to pull data from the VATSIM servers and limit some of the report to a more general overview.
- Discussion on the minimum content of the region reports.
- An amended version of the template was presented to the EC after discussion.
- **A motion was presented to formally approve the new Region Report template as amended.**

**MOTION – FN**

**SECOND – TM**

**TM – Aye**  
**AS – Aye**  
**AD – Aye**  
**NF – Aye**  
**FN – Aye**

**MOTION CARRIED**

#### **IV. Executive Session**

- The committee entered executive session at 2217z and ended session at 2228z



## **V. Adjournment**

There being no further business to discuss, Chairman Nicola Felini adjourned the meeting at 2229z.

Minutes submitted by: Region Director Thomas Mathieu

Minutes approved on:

Minutes approved by: