



2023 Q3 General Staff Meeting Minutes

Meeting Date - September 3, 2023

Attendance

Position	Name	Initial
Deputy FIR Chief (ZVR 2)	Josh Jenkins	JJ
Chief Instructor (ZVR 3)	Rocky Bozak	RB
Facility Engineer (ZVR 5)	Sam Thompson	ST
Event Coordinator (ZVR 6)	Basile Papon	BP
Web Master (ZVR 7)	Justin Norman	JN

Apologies

- Apologies from [redacted - guest] who was unable to attend the meeting.

Call to Order & Welcome

- JJ opened the CZVR Q2 Staff Meeting at 0400z on the VATCAN TeamSpeak. No official agenda was published. Plan was to get updates from all the staff.

Old Business

- None

New Business

- JJ started by requesting an update on missing web services.
 - JN offered to run Mochi Bot in the short term, may transfer to RB later.
 - Either JJ or JN to take over web hosting on cloudways.
 - JJ to find solution to broken emails ASAP.
 - JJ will finalize the transfer of any other web services [redacted].
- Various requests were made to add items to the website. JN to look into these items time permitting:
 - Preferred routings

- Charts
- ATC booking system
- PDC pilot info page
- Refresh images on home page and reduce size of images to speed up webpage loading
- RB inquired about the possibility of donations to help cover domain and hosting costs for the website. Extensive discussion but nothing conclusive was able to be decided about a method for this. A unanimous decision was made to put the idea on hold for now and investigate more down the road.
- JN submitted his resignation from the Web Master role, pending the hiring of a new WM. JN offered to provide training as necessary to the new WM. Unanimous decision from the staff to look to find a web team instead of just a new webmaster. RB to message [redacted] about interest to take over the role. JJ to post the vacancy.
- [Redacted]
- Updates from BP as to upcoming events. Suggestions were offered from various staff members as to how to maximize traffic and improve the event experience for both pilots and ATC and extensive discussion followed.
- BP expressed desire to find a new Assistant Event Coordinator (AEC). Request was approved by JJ and RB. BP to make posting on discord.
- BP reported the Event Trello board wasn't working correctly. JJ to investigate and fix if possible.
- Updates from ST as to his new FE role. JJ and [redacted] to complete ST's orientation in ES, StationEditor, and Aeronav.
- ST to continue working on updating docs and facility for an updated Pacific Radio position.
- ST and JJ to start working on switching to VATCAN SITU by the end of September.
- [Redacted]
- RB to book an instructor meeting to discuss division of students.
- Suggestions of names brought up for potential future mentors and instructors. RB to submit necessary names to VATCAN 3 for instructor course.
- JJ expressed interest in expediting the process of training materials for terminal. JJ to create minor and major terminal CBT's and update SOPs to include changes in vAIC 1/23. ST to finish creating new terminal maps to include in SOPs.
- JJ to get in touch with ZEG regarding LOA.

Closing

- JJ thanked everyone for their participation and closed the meeting at roughly 0530z.

Approval

- Minutes submitted by: Josh Jenkins
- Minutes approved by: Rocky Bozak

Revision History

Subject	Authorized	Date
Initial Publication	Josh Jenkins	September 23, 2023