



## Hong Kong vACC

### Meeting minutes

**Location:** Hong Kong vACC Discord Staff Meeting Room

**Date:** 20<sup>th</sup> of April 2019

**Attendees:**

- Alfred Tang – ACCHKG1 & 3 (AT)1419z. (Chair)
- Oscar Chui – ACCHKG 2 (OC)1419z.
- Kai Ko – ACCHKG7 (KK)1423z.
- Bailey Brown – ACCHKG5 & 8 (BB)1419z. (Minute)
- Michael Cheng – ACCHKG7 (MC)1419z.

## Agenda Items

- I. Summary of Q1 2019. (AT)
- II. Training Progress & current training backlog. (AT)
- III. Moodle development and review of training syllabus. (AT)
- IV. Timeline of the future of the Hong Kong vACC. (AT)
- V. VATSEA & Hong Kong vACC Relationship. (AT)
- VI. Positioning the Hong Kong vACC for the next one to three years. (AT)
- VII. Training Process. (OC)
- VIII. Monthly Events. (OC)
- IX. Iron Mic Attempt. (OC)
- X. Report of external promotion of the vACC & collaboration with Chord Suen. (MC)
- XI. Future collaboration with Hong Kong University of Science and Technology (HKUST) & (SACS). (MC)
- XII. Real Ops Event. (KK)
- XIII. Next In Real Life (IRL) event. (KK)
- XIV. Resigning or utilising a new logo design made by a local controller. (KK)
- XV. Training and bettering mentors. (KK)
- XVI. Plan for next meeting & idea for quarterly meetings. (KK)
- XVII. Independent Hong Kong vACC operated websites. (BB)
- XVIII. Working alongside (KK) for the future of Hong Kong vACC Events. (BB)
- XIX. Feasibility to implement a new modern logo for the Hong Kong vACC. (BB)
- XX. Purchasing a new domain name for the Hong Kong vACC. (BB)
- XXI. Change in General Field Policy in regards to Instructors/Mentors. (BB)
- XXII. Upcoming future for the Hong Kong Sector Files. (BB)

<b>Action Items</b>	<b>Owner(s)</b>	<b>Deadline</b>	<b>Status</b>
Plan for Q2 Meeting	Management Team	Quarter 2	In progress
Finish Training Moodle Courses	AT, OC, BB	3 Months	In Progress
Future Event Date Poll	KK	Within 2 weeks	Planned
Chord Suen to be appointed as a Marketing Consultant	AT, MC	20 <sup>th</sup> April 2019	Complete
Recruitment of ACCHKG4	AT, OC	27 <sup>th</sup> April 2019	In Progress
Website Domain Name Transfer	BB	Within 2 weeks	In Progress

## Welcome

### **Motion: Open Hong Kong vACC Staff Meeting**

**AT** Moved to start the meeting. Seconded by **BB**.

Meeting opened at time:1419z

**AT** Welcomed everyone to the meeting at 1419z.

### 1. Q1 Summary

- a. **AT** mentioned the growth of controller strength within our vACC. There was a high influx of Visiting Controllers and further development of the training website
- b. Local training activities are currently showing a higher rate of local controllers over visiting controllers.
- c. There is currently a training backlog, but it is not of major concern.
- d. 3,6,9, & 12-month goals as well as realistic goals for completing the Moodle training website.
- e. **KK** Requested if the Management team could do quarterly meetings. **ACTION: Approved unanimously. No objection**
- f. **OC & KK** asked for the rest of the staff team to be filled by the end of the year. **ACTION: For the recruitment for the position of Manager of Standards (ACCHKG4). No objections and has been placed on the VATSIM Forums for anyone interested.**

### 2. Air Traffic Control Training

- a. **BB** Discussed the development of C3, I1 & I3 training course showing different teaching strategies rather than further going over base knowledge. **AT** Said the C3 and I1/3 course should be put on the backburner because the amount of C3's and I1/3's is very small compared to S1, 2, 3 and C1's.
- b. Visiting Controller Moodle Training Course needs to be developed as soon as possible to get our training department back up to scratch.
- c. **OC** stated that ATSimtest needs to have more local questions specific to Hong Kong FIR Phraseology.
- d. **AT** requested that a 3 month period be put in place to finish visiting controller training material for Moodle. **OC** stated "While this is achievable we should give ourself some leeway encase this date needs to be extended" Moodle priority will be set to Visiting Controller Course over Local Controller Course
- e. **KK** asked if Mentors could be taught a training course for new Mentors since he feels Mentors are thrown into the position and have to grasp their next steps.
- f. **AT** stated that an Instructor and Mentor course would be a good step to do so we can further progress our training techniques. "They

made be a great controller, but they may not be a good trainer.”  
The possibility of corporate level training.

- g. **OC** requested if we can set up an Instructor Level Meeting.

### 3. Events Departement

- a. **KK** proposed the idea of using the “Vatgoodies” website to host a real ops event and the possibility of tying this in with a real-life event. **AT** requested a possible organisation date for this real ops event. **KK** put it to the Board members in Hong Kong to find a date that would work for locals. **MC** proposed a date between January or the end of August. **KK** proposed colliding Real Ops with the real-life event or having them separate. **MC** suggested having the event in the Summer Holidays which **KK** responded about the possible collision with the Kai Tak Closure event.
- b. Kai Tak Event will be the next real-life event.
- c. **AT** said due to the possibility over budgeting Real Ops would not be part of a real-life event.
- d. Real Ops event date will be announced further down the line but will be before the end of August. A 12-hour event.
- e. **KK** put to the board if we should have monthly events or change our events from Saturday.
- f. **KK** proposed a monthly event with a fly in between either Kai Tak, Macao or Chek Lap Kok. **OC** stated “The time should remain the same but see about the possibility of changing the day for a Friday, Saturday or Sunday.” **ACTION: KK posting straw poll for public feedback on day change**
- g. **MC** suggested the possibility of allowing for streamers to fly for the vACC

### 4. Executive Session

**Motion: To move into Executive Session.**  
**Moved: Bailey Brown Seconded: OC No abstains. Motion carried. Opened at 1452z**

**Motion: To move out of Executive Session.**  
**Moved: AT. Closed at 1530z Seconded: MC Motion carried.**

### 5. Marketing Departement

- a. **Motion: For Chord Suen (CS) to be appointed as Consult for Marketing. No objection.**
- b. **KK** proposed replacing our current logo with a logo made by a Local Controller.

## 6. Sector Files

- a. Hong Kong has fully transferred to the Aero-nav GNG program. VRC files are being worked on manually and will be updated with every major update. Euroscope Sectors will be updated every AIRAC.

## 7. Web Services

- a. **BB** proposed changing our website domain name to match our current logo. **Motion: To change domain name from hkvacc.org to new domain.** An **anonymous vote was carried out on Strawpoll.**
- b. After discussions on pros and cons of each of the possible domain name choices the Management Team voted with the new domain name to be announced soon.
- c. **BB** stated the website will be down for a possibility of between 6 to 72 hours while all the backend data is updated.
- d. **BB** also stated "The training website may be down longer than the main website. This is due to the need to set new IP Addresses for SSO access to that website. This could range anywhere from 24 hours to 1 to 2 weeks. I hope for the former."
- e. **BB** said "Once the domain name is changed and the main website is operational once again all staff can expect a new email system different to the current one, we have. **BB** continued by saying "Our current webmail software has its limitations and switching to a new webmail would be beneficial to everyone including training staff."

### **Close Hong Kong vACC Staff Meeting**

**AT** Moved to close the meeting. 1540z Seconded by **BB**.