



**To**  
Governors

**Issue Date**  
25 August 2014

**Contact Person**  
secr@ivao.aero

**Attachments**  
none

## Board of Governors Meeting Minutes

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The Board of Governors Meeting is held in private.*

Please find here an extract of the meeting minutes for the BoG meeting held on 23 August 2014

### Agenda

1. Informative meeting with the members of Exec. Council
2. Opening
3. Discussion on the roles and responsibilities of the BoG members.
4. Re-consideration/re-election of different officers
5. Reading and approval minutes previous BoG meeting. Action list.
6. Reading and viewing action list previous GA meeting.
7. Action point GA: "Request the BoG to update the procedure on BoG elections for Department Directors"
8. Issues as they come up from point 1
9. Privacy policy
10. Executive Request - PTA/ATA
11. Adoption By Laws
12. Communication and coordination channels
13. Sponsoring of events
14. Time frames and projects
15. A.O.B.

### Participation Details

# Invited	# Present	# Proxied	# Absent	Meeting Status
7	6 (85 %)	0 (0 %)	1 (14 %)	valid (86 %)
Participant	Status	Proxy		
101031 - Eric J. Olson	present			
124365 - Filip Jonckers	absent			
155904 - Splendor A. Bouman	present			
156794 - Gert Battenberg	present			
175560 - Bob van der Flier	present			
195667 - Vybhava K. Srinivasan	present			
218981 - Elias Herrero	present			



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### Minutes

#### 1. Informative meeting with the members of Exec. Council

- Mini Division implementation

The work-out of the final details to result into the announcement and implementation of Mini Divisions will be further executed in close cooperation with Elías.

In addition further deliberation will take place on how to possibly incorporate the OIF concept into Mini Division concept, since that is more preferable.

- A more regular monthly meeting between Executive Council and BOG shall take place with the International Virtual Aviation Organisation VZW · Werfstraat 89, 1570 Galmaarden, Belgium  
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purpose to further optimise the communications between them

- Further positive progress was achieved with the introduction of a new (Executive) procedure when processing a new division. It remains a long taking process seen the amount of actions and coordination involved. Examples are the creation and updating first of all the necessary before it can be effected; check and verification on the website; properly tuning with relevant Departments, as there are Training, ATC, Members, etc.

All in all, a lot of home work to be set beforehand.

- Membership new access + CA document for implementation

The Confidentiality Agreement (CA) document had been presented and evaluated for implementation. It was tested and text verified. Now it shall be introduced to the Div HQ and in addition to be presented to SUP's for signing. Proper storage of the received documents need to further decided.

- Communication protocols were mentioned and discussed with the aim to procedure/means/way of shortening discussion period. Communications is an essential issue.

## **2. Opening formal BoG meeting at 17.45 UTC**

### **3. Discussion on the roles and responsibilities of the BoG members.**

Seen the confusion and misunderstanding of a number of emails, seen the expressed inconvenience by the PRE, it was seen some tuning is needed.

Intensive and positive discussion took place, whereby all provided their input.

Communications is seen as a duty of all of us, where it was realised that mutual understanding shall be the basis. To further improve, short weekly informative meetings would be introduced in addition to the preparatory discussions on the BoG Forum.

In addition, the already elsewhere introduced OTRS system will be implemented as well within the BoG communications.

### **4. Re-consideration/re-appointment of different officers**

Consequent the above discussion and tuning, a motion was accepted to reconfirm and with that re-establish the confidence of and with the President.

Motion: On Request a motion for a vote of confidence in the current President.

Author: Vybhava K. Srinivasan

Voting Type: anonymous - Majority: regular

Results: 3x Agree; 1x Disagree; 1x Abstain

Conclusion: Agree

### **5. Reading and approval minutes previous BoG meeting.**

Minutes BoG meeting 09082014 were approved as they are. No further actions needed, since relevant points will appear already in this meeting.

### **6. Reading and viewing action list previous GA meeting.**

Questions remaining from that meeting are:

Q. - What is the expiry date of the ivao.eu and ivao.be domain?

A.: Domain ivao.eu for some reason or another is not owned by the NPO (any more) and will be registered again. Info on ivao.be as published earlier is correct.

ivao.us domain property will be checked and the correct ownership confirmed

Q. - What are Soft Dev's expected outgoings this year?

A.: As for now still unknown since the year is still ongoing



Q. - Privacy access rights for Div HQ vs MA/MAC.

A.: With the introduction of the Confidentiality Agreement further possibilities will be opened and much easier to handle and control.

### **7. Action point GA: "Request the BoG to update the procedure on BoG elections for Department Directors"**

This issue will be further discussed and be dealt with before next election (November)

### **8. Issues as they come up from point 1**

Mini Divisions to be implemented soon

Confidentiality Agreement has been approved and will be implemented soon

Motion: Approve Confidentiality Agreement - <http://forum.ivao.aero/index.php?action=dlattach;topic=248112.0;attach=17570>

Author: Vybhava K. Srinivasan

Voting Type: public - Majority: regular

Results: 5x Agree : Bob van der Flier, Elias Herrero, Eric J. Olson, Gert Battenberg, Vybhava K. Srinivasan

*Note: Unfortunately Splendor lost his further internet connection, while travelling.*

Conclusion: Agree

### **9. Privacy policy**

A comprehensive document was welcomed with thanks to the composer of it, based on collected mainly European standards, since the NPO servers are housed there. After the final reading the concluding agreement will be done in the forum.

### **10. Executive Request - PTA/ATA**

More in-depth exchange of opinions took place to be concluded into the decision that the possible conflict of interest shall be avoided here. Still, the idea behind the request, namely the direct contact with the network (users) and the possible additional assistance in the (local) training field was appreciated. The conclusion became to not block the good initiative but limit it to the execution level of the Division. So, no Departmental functions to be accepted in addition to the function of member of the Exec. Council.

Motion: Motion to allow executive committee members to hold only one divisional advisor staff position in conjunction with their executive role, subject to their available time

Author: Vybhava K. Srinivasan

Voting Type: public - Majority: regular

Results: 5x Agree : Bob van der Flier, Elias Herrero, Eric J. Olson, Gert Battenberg, Vybhava K. Srinivasan

Conclusion: Agree

### **11. Adoption By Laws <http://forum.ivao.aero/index.php?topic=248909.0>**

Since a more thorough preparation is needed here, this issue was postponed. It was appreciated that meanwhile further changes in particular fields are needed in a short term.

### **12. Communication and coordination channels**

The presented documented was welcomed with thanks to the composer of it. After an additional slight update it will be available in the forum for final reading and consequent final approval there.

### **13. Sponsoring of events**

Reflecting on this issue, it has been appreciated that as far as our finances do allow, we shall

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have positive reactions on such requests. To have that sufficiently regulated and controlled, we will ask further update from PRD, with more details and planning. Furthermore a draft policy will be requested to be decided upon, including more details on how to execute such requests and approvals practically.

#### 14. Time frames and projects

To enable further answering of the existing questions, a continuing action will be initiated whereby Splendor will be tasked to provide more insight on the future here.

#### 15. A.O.B.

- Survey? Unfortunately there is an apparent time constraint as such that the issue will be postponed to the next meeting. Further action by Elías together with the PRD

- Proposed Amendment to R&R 11 about the textual correctness in respect of the use of the FMC (Follow Me Car). The proposed edit was accepted and approved. Update of the article will follow soon.

Motion: Propose change R&R- : 11.1 The Division shall determine which airports, if any, where FMC's are allowed. This shall be shown in the Divisional Website ATC procedures page.

Author: Vybhava K. Srinivasan

Voting Type: public - Majority: regular

Results: 5x Agree : Bob van der Flier, Elias Herrero, Eric J. Olson, Gert Battenberg, Vybhava K. Srinivasan

Conclusion: Agree

- It was suggested that short informative weekly meetings shall be conducted to further improve and officially formalise the internal communications. It is seen that in that way it will expedite the decision processing.

- In addition, a more detailed specification and split of the necessary work with the use of a kind of mini-teams or small groups shall be further promoted and implemented where feasible.

- The issue of nick names could be further updated with the announced possible solution carried by the LAD (Ruben). A document will be proposed with further details soon.

With that, the meeting was closed at 20.35 UTC.

Kind Regards,

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**Vybhava Srinivasan**  
President

**Bob van der Flier,**  
Secretary