



VATSIM Sub-Sahara Africa

VATSSA Staff Team

Staff Team meeting minutes

26th April 2026, Sunday, 1800Z

Meeting Overview

26th April, Sunday, 1800Z	
Meeting lead by	Wian Saptouw
Minutes	Josh Martin
Attendees	<p>Wian Saptouw (WS) - Division Director Luke Van Zyl (LV) - Deputy Division Director Shaun Megit (SM) - RVA Manager Wiliam Clarke (WC) - Deputy Events Manager Josh Martin (JM) - Membership Manager Clark King (CK) - Deputy ATC Manager George Daniel Schoonraad (GS) - Tech Manager Matthew Le Roux (MR) - Team Operations Muhammed Sudeis Sacoor (MS) - Team Operations</p>
Absent	<p>Tyron Ross (TR) - Events Manager Liam Saacks (LS) - Team Operations Jonathan Hanekom (JH) - Team Operations Connor Dyr (CD) - Team Operations</p>

Meeting Summary

- Previous meeting recap
- Director's Notes
- Operations
- Financial
- Policies
- Tech update



WS opens the meeting by welcoming the attendees.

WS begins by thanking the Staff team and welcoming the new Ops Team members.

Item 1: Director's Notes

WS welcomes **MR** and **MS** to the meetings. **WS** thanks them for joining and discusses the privilege and responsibilities that come with their roles. **WS** explains the meeting minutes concept. **WS** also explains that anything discussed in the meeting should remain confidential until released in the meeting minutes.

WS tells the Staff that **LV** and **WS** will be conducting meetings with every department to discuss their roles and responsibilities.

WS speaks about the expansion of the Ops Team. **WS** explains the standards involved with the Ops Team. Operations Team members are picked based on their suitable skills, CV, and interview performance.

WS outlines his plans to boost VATSSA growth. **WS** is determined to look back each month having seen growth.

WS explains the transition phase is almost complete. **WS** met with **GS** and spoke about all our Tech platforms. **GS** is taking over the whole of VATSSA's infrastructure and eventually GNG once he gets the required permissions.

WS discusses the response timeline due to his new responsibilities. **WS** will keep transparent about his time and when tasks will be completed.

WS discusses the new Staff roles. **LV** is now the Deputy Director, and he will be in charge of Staff liaison. **LV** will also be the ATC Training Manager. Staff are encouraged to contact **LV** for workload issues. **JM** is taking over Membership Manager, and all rating updates / transfers will be directed to **JM**. **WC** and **LV** will be maintaining the events side whilst **TR** is busy. **WC** is also taking over Social Media again. **SM** is still in charge of the rVA. **SM** will be onboarding a new deputy soon. **SM** expects the candidate to arrive Saturday.

WS discusses the roles of deputies. It is important they maintain contact with their Manager. This will be supported by a division policy created by **WS** and **JM**. Deputies will be expected to take control of their department should their manager be unable to perform duties.

WS implements a new rule. All Staff must be 16 years old. This will be reflected in the new Staff Policy.



WS thanks **GS** for coming on as Tech Manager. He is bringing a wealth of experience to the role.

Action Plan

- **WS** and **LV** to conduct departmental meetings to establish goals and responsibilities.
- **JM**, **LV** and **GS** to continue expanding the Ops Team.
- **WS** and **GS** to follow up with Aeronav for GNG access.

Item 2: Deputy Director's Notes

LV talks about respect. **LV** asks that we avoid speaking over each other. **LV** asks everyone to make sure their opinion is heard.

Action Plan

- No further action will be taken at this time.

Item 3: Team Operations

JM explains the changes in the Ops Team Structure. The Ops Team will now have 3 teams: ATC Training, Marketing and Events and Tech Services. **MR** will be joining ATC Training. **MS** will join Tech Services. Other interviews are scheduled for this week.

GS asks the Staff to read the Data Protection Policy. **WS** is the VATSSA Data Protection Officer.

Action Plan

- All Staff to review Data Protection Policy.

Item 4: Deputy rVA Manager Update

SM discusses a couple suitable candidates who will be interviewed in the next week. He expects to announce it on Saturday.

Action Plan

- **JM** to set up Deputy rVA roles.

Item 5: Tech Update

GS has now assumed control of all of VATSSA's infrastructure. **WS** is an oversight to this.

Action Plan

- No further action will be taken at this time.



Item 6: Finance Update

GS discusses the current cost to run the divisions. R3600 (180 Euros). **WS** has set a budget of around R300 a month. **GS** has worked out a solution to fit the budget. **GS** has spoken to different Divisions / VACCS. Certain divisions are getting closer to budgets of 30 euros. There are 5 - 6 providers used by other divisions. **GS** says we will use IOVHCloud VPS-2. **GS** has compiled a report which has been sent to VP EMEA and **WS**. **GS** explains that Google Workspace will be cut as well as Digital Ocean, which currently runs CC, Booking software and 2 other nodes. They will be deployed via Docker to IOVHCloud VPS-2. **GS** says the homepage will be decommissioned and replaced by a new static frontend website. The old eAIP will be shut down shortly. CC, slot bookings, and Moodle will be moved to OVHCloud VPS-2. **GS** also discusses the plans to build a new frontend replacing the VATSSA website.

To recap, Moodle, CC and Slot Booking will be sent to IOVHCloud VPS-2. If we reach rate limits, the Slot Booking software can be shut down and reactivated when needed. VATSSA will also have a new website.

GS discusses a new email provider. IONOS mail will now be used. It will be much cheaper depending on advanced payments. 3 years in advance is R30 a month. We can have 25 people. They will be split into teams. Google Workspace will be provided by VATSIM for one email. This email will store all of VATSSA's files, which will be accessed via personal emails. These files will be audited on a regular basis to prevent unnecessary access.

GS has developed a donation policy. The division will be using OpenCollective. It is not required that members donate nor will donating members receive any kind of special treatment.

VATSSA is grateful for any and all donations. All of which will be put towards improving Division infrastructure.

GS will also be sharing the financial report with the Division members.

GS will start the transfer process soon.

JM asks about Moodle during the transfer process. Moodle will be shut down alongside CC during transfer processes.

GS is confident we will maintain all our software. The R300 cost will be due next month.

WS thanks **GS** for his diligent work in researching and improving the financial situation of the division.



Action Plan

- **GS** to write a Donation Policy.
- **WS** and **GS** to set up OpenCollective.
- **GS** to start migration of data from CC, Bookings and Moodle.
- **WS** to liaise with VATSIM to gain access to a VATSIM Google Workspace.
- **GS** to set up IONOS Mail.
- **GS** to share financial reports to Division members.
- **GS** to shut down old eAIP.

Item 7: eAIP, Sector Files, GitHub

GS will be taking over sector files. However his focus will be on migration for the next few months.

JM and **CK** will take over the eAIP work. They both have write access and will be reviewing PRs regularly.

GS will be responsible for sector file releases. **GS** will be coordinating with the ATC department. Large changes will result in beta files released within Staff to test.

Action Plan

- **JM** and **CK** to review PRs regularly.

Item 8: Contributors Roles

JM discusses the rules surrounding contributors. **CK** and **JM** will be responsible for onboarding new members and their activity.

New contributors will start with eAIP contributor roles. Sector files contributors are those with experience on GitHub or prior coding experience.

JM and **GS** discuss the activity checks. **JM** and **CK** will be responsible. They will be running them shortly.

GS asks about a new role for access to those channels without displaying it publicly. **JM** discusses his reasoning against it. They won't get access till they do a couple PRs. They shouldn't need the chats before these PRs. Guides are available. Any contact can be made to the onboarding member of Staff.

Action Plan

- **JM** and **CK** to run activity checks on contributors.
- **JM** and **CK** to onboard more contributors.



Item 9: Policies

WS has asked for a complete policy overhaul. **LV** will be finishing a new ATC Policy. **SM** will be editing the rVA Policy. **WS** asks for policies to be uploaded by the end of July. ATC Policy will be made ready for May, Events for June, and Membership for June and uploaded by July.

JM asks about the Staff Selection Policy. This will be scrapped and placed in the Division Policy. **GS** asks if it will be one policy. **WS** explains it will.

GS asks if policies will be available to Staff prior to release. **WS** explains they will.

WS discusses the Policies being made to support a work-life balance within VATSSA. For example, the new CPT planning rule. 14 days minimum for a CPT date.

Action Plan

- **LV** and **CK** to finish ATC Policies by May.
- **SM** to edit rVA Policy by the end of June.
- **JM** to write Membership Policy by the end of June.
- **WS** to write Divisional Policy by the end of June.
- **TR** and **WC** to complete Events Policy by the end of June.



Item 10: Discord Server

JM discusses the access review. Staff will be given more access to vital channels pertaining to Tech Services and the overall management and moderation of the server.

JM requests that all threads be made private. This is to ensure confidentiality of data.

Lastly, **JM** requests that any changes are shared with him. This is to prevent the permissions sync in each category from failing.

GS asks for Managers to be informed if there is a change to their channels. **JM** agrees.

Staff discuss a review of the ATC Channels. **LV** will discuss with the ATC Training Team whilst keeping **WS** and **JM** in the loop.

WS talks about the bots. The bots will remain present on the CAF and VATSSA server. **JM** explains Miguel's lifetime purchase. Miguel still has power to move the bots; however, he is unable to make any changes to the VATSSA or CAF servers with them.

JM proposes we change the SSA Teams category to SSA Operations. Team channels will remain in Operations.

Action Plan

- **JM** to finish access review.
- **LV** to liaise with ATC Training Team in regards to Discord Channel structure.

Item 11: New complaints procedure

WS discusses the new complaints procedure. Membership will open a private thread including the affected parties.

Complaints are handled on a need to know basis.

Action Plan

- All Staff are to adhere to the new complaints procedure. All complaints should be directed to **JM** regardless of their magnitude.



Item 12: ATC Training applications

WS is excited to say Applications are open.

SM - S1 Pipeline / NCOC

JM - S2 Pipeline

WC - S3 Pipeline - **JM** whilst **WC** is LoA.

LV - C1 Pipeline.

Action Plan

- No further action will be taken at this time.

Item 13: Membership Handover

JM has now taken over Membership, as such all Rating Updates and Transfers are to be directed to **JM**.

Members may also request these through the SSA Help Desk.

Action Plan

- No further action will be taken at this time.

Item 14: New Logo

GS proposes a potential new logo. **WS** asks **GS** to make some mockups.

Action Plan

- **GS** to create new logo mockups.



Item 15: Events Update

LV stands in for **TR** and **WC**. A lack of C1s is causing staffing issues. **LV** discusses why IFR Thursdays are being stopped. This is due to a lack of traffic and controller interest. **WS** talks about the feedback received from VP EMEA, who was very impressed by CAF this year and its management. **WS** discusses the change to CAF planning and getting the other divisions more involved. **WC** talks about discussions behind the scenes about CAF planning next year. It will include a more structured Planning and Event Team.

Staff discuss Worldflight 2026. **JM** votes for AT98 and FAOR. **GS** asks if we can focus on controller availability. There is a lack of C1s to do these events. **LV** and **GS** discuss shifting focus to C1 mentoring.

WS discusses the new rule requiring 50 hours controlling between each rating. **MR** brings up hour farming. Controllers are taking advantage of some of VATSSA's quieter positions to gain these hours. **LV** and **CK** are discussing ways to improve controller standards. **LV** plans to increase hours, make Moodle harder and introduce new, stricter CPT forms.

Action Plan

- Staff will discuss WF26 in the next meeting.

Next meeting - 27th May, Friday, 1800z (Subject to change).

The meeting concluded at 2018z

