

# ZNY 2021Q1 SENIOR STAFF MEETING MINUTES



**1 Contents**

- 1 Contents ..... 1
- 2 Control Pages ..... 2
  - 2.1 Document Identification ..... 2
  - 2.2 Revision Records ..... 2
  - 2.3 Related Documents ..... 2
- 3 Attendance ..... 3
  - 3.1 Revision Records ..... 3
  - 3.2 Apologies ..... 3
- 4 Minutes ..... 4
  - 4.1 Welcome ..... 4
  - 4.2 Meeting Minutes ..... 4
  - 4.3 Appreciation ..... 4
  - 4.4 Meeting Agenda ..... 4
  - 4.5 Old Business ..... 5
  - 4.6 2020 H2 Survey Results ..... 5
  - 4.7 Project PHL ..... 5
  - 4.8 Future of the Web ..... 6
  - 4.9 The ZNY Q1 Town Hall ..... 6
  - 4.10 Social Channels ..... 6
- 5 Department Updates ..... 6
  - 5.1 Membership ..... 6
  - 5.2 Training Staff ..... 7
  - 5.3 Facilities ..... 7
  - 5.4 Events ..... 7
  - 5.5 Data Services ..... 7
- 6 Other Business ..... 7
  - 6.1 Closing ..... 7
- 7 Action Items ..... 8



## 2 Control Pages

### 2.1 Document Identification

Document Identification	
Department	ZNY Senior Staff
Type	Publication
Version	1
Issue Date	20JUN2021
Identification	2021 Q1 Senior Staff Meeting Minutes

### 2.2 Revision Records

Revision #	Date	Description	Author
0.1	15APR2021	Initial draft	GF
0.2	01JUN2021	Formatting	KM
1	15JUN2021	Final release	KM

### 2.3 Related Documents

Document Name	Document Identification
None	None

### 3 Attendance

#### 3.1 Revision Records

Position	Name	Operating Initials	Notes
ATM	Karl Moberg	KM	Chair
DATM	Gizep Ferranti	GF	Minutes
TA	Cameron Bristol	CB	Connected via phone
FE	Amin Abraham	AM	
TB	Trevor Cardwell	TB	

#### 3.2 Apologies

Position	Name	Operating Initials	Proxy
EC	Antoine Saccone	AA	KM



## 4 Minutes

### 4.1 Welcome

KM Opened the 2021 Q1 Senior Staff Meeting at 4:03 PM ET. KM welcomed all attendees and explained how the meeting will be recorded for the staff members that could not attend, and how all confidential materials that may or may not be discussed during the meeting will be held in executive sessions, and redacted from the official meeting minutes.

### 4.2 Meeting Minutes

KM stated that it is ZNY's goal to be more transparent with the community, an accurate and detailed report of the meeting content shall be released. KM notes that the staff have not been the best at taking meeting minutes and notes in the past, and this is a change he would like to have happen.

### 4.3 Appreciation

KM explained how the progress in the last 6 months for the ARTCC has been astounding and thanked every single staff member for their hard work, and said how it would not have happened without them.

### 4.4 Meeting Agenda

KM Explained how past meetings had bad notes, so not much to cover in old business. A new structure is proposed with the following agenda:

1. Open meeting
2. Old business
3. Q1 Survey Results
4. "Project PHL" [Ed. note: Publicly known as "NextGen"]
5. Future Website Development
6. The ZNY Q1 Town hall
7. Social Channels
8. Department updates
  - a. Membership
  - b. Training
  - c. Events
  - d. Facilities
  - e. Data Services



## 4.5 Old Business

KM detailed how the staff structure has changed, with four categories of staff:

- Junior Staff
- Training Staff
- ARTCC Staff
- Senior Staff

Junior staff members contribute to existing staff teams and the positions are a way to identify and recognize their work, and also grant them access to certain features on the website to make their roles easier.

## 4.6 2020 H2 Survey Results

This round there are a lot more respondents than any other survey in recent ARTCC history.

KM explained how the participants of this survey were evenly distributed on “How Long Have You Been A ZNY Member?” with a good distribution between 3 months to 3 years, giving the survey a good representation of the ARTCC. Overall, there were 56 respondents which is a huge jump up from the previous 44.

The mass majority of respondents held one major certification and did not hold a staff position. KM explains this is quite different from past surveys, past surveys tended to have a higher percentage of staff responses compared to members.

ARTCC Community: According to the survey most members are quite happy, with some that are not, for very valid reasons, which we hope to address. Overall, most members were quite happy with the performance of the staff and the ARTCC.

## 4.7 Project PHL

*[Ed. Note: Now known as “NextGen”]*

CB presented plans for Project PHL, how the ARTCC training flow is going to change, and how this is going to benefit the ARTCC members.

- CB explains how the level system is completely redefined to how it is today.
- CB reviews the new Home Controller Training Flowchart as a whole and final product which gets unanimous approval from all members in the meeting.
- CB explains the benefits of the new system and opens JFK as a home facility.



**ACTION:** CB to ensure all relevant documents are updated and ready for release. KM to set a release date and make promotional materials.

## 4.8 Future of the Web

KM explained how much work Asher and Trevor have been doing over the last quarter, and how incredible it has been for ZNY.

Plans moving forward:

- Update pilot resource center
- Add an expected staffing and requests page
- Redo training notes and make them public to students

The web team is still on the lookout for a front end person, a person good with design and PHP.

KM plans to opensource the ZNY website and code when the repository is in a state where this can be done.

## 4.9 The ZNY Q1 Town Hall

KM proposed to hold a quarterly town hall for all members to be able to attend and ask questions. Unanimously passed by all attendants.

**Action:** KM to arrange a Town Hall to be held on Feb 28th.

## 4.10 Social Channels

KM says: “we’re really bad at it” in regard to social media.

KM would like to use the example of Virtual Winnipeg FIR as how our social media channels such as Twitter and Facebook would be managed. A proposal for a “media manager” or community manager was suggested by KM, this position would be like a PR manager and would serve under the DATM.

# 5 Department Updates

## 5.1 Membership

KM talked about how an axe was run at the end of January, and for the first time in a long time, only 20 people were removed, as a result, our membership numbers are still very high. ZNY has the highest number of active members in VATUSA with controllers being more active than ever.



[KM proposed to enter executive session at 5:09 PM ET, seconded by GF]

[CB proposed to exit executive session at 5:37 PM ET, seconded by KM]

## **5.2 Training Staff**

CB talked about how a new “advisor to training staff” role has been added, offered to members who are very knowledgeable or real world controllers can contribute feedback and help to the training staff, without having to meet the training staff requirements.

## **5.3 Facilities**

AM had nothing major to report, the FE-team have been doing an incredible job updating minor SOPs and facility files and thanks them for their job, seconded by KM!

## **5.4 Events**

AA was not able to attend the meeting, did not leave any additional info for the meeting.

## **5.5 Data Services**

Already covered by KM in previous section.

# **6 Other Business**

## **6.1 Closing**

KM thanked all attendees for their attendance and closed the meeting at 5:45 ET.





## 7 Action Items

Action	Responsible	Due Date
Update relevant "Project PHL" documents for release	CB	10MAR2021
Arrange Q1 Town Hall	KM	28FEB2021

