



PANAGA CLUB
78TH ANNUAL GENERAL MEETING MINUTES

Meeting Name: **78th AGM**
Date of Meeting: **13th April 2023**

Time: **1900 - 2000**
Location: **Main Hall**

Attendees:

Present:

MC Members:	Andrey Shuvalov Alper Zika Celik Nor Yap Aran Testa Gareth Trevor Turner Marten Adema Terry Paul Savoie Michael Lampp Peder Elfving Wendy Dawn Thompson Marc Ripoche	CP, Club President CT, Club Treasurer CM, Club Manager CDC, Culture Division Chair GC, Golf Captain HM, House Member KBBCC, KBBC Commodore MR, Maintenance Representative MKR, Marketing Representative PADC, Performing Arts Division Chair SDC, Sports Division Chair
Managers:	Fifie Abdullah Geoffrey Sim Janice Lim Wenny Chong	PEMM, Project cum Event & Marketing Manager FAM, Facilities Manager MSL, Member Services Lead FM, Finance Manager
Members:	Graham Wotton Holly Savoie Kerry Forsyth Muzaazira Muncis Stephanie Maistre	Tri-Fit Section KBBC Section Outpost Team Events & Marketing Team Golf Section
Apologies:		
MC Members:	Major David Evans Julia Wotton Meghna Nair Vinod	GLR, Garrison Liaison Representative HFDC, Health & Fitness Division Chair SocDC, Social Division Chair
Managers:	Salami Hj Jakuran	GM, Golf Manager

Agenda:

1. Foreword from Club President & Club Treasurer
2. Approve minutes of 77th Club AGM held on 17th March 2022
3. Approve account for Financial Year ending 31st December 2022
4. Approve amendments to Club Constitution
5. HSSE highlights
6. Maintenance Activities 2022
7. Projects & Improvement updates
8. Highlights from Management Committee Members (MCM) on activities
9. Announcement of 2023/2024 Management Committee Members (MCM)
10. Members written submissions – None received
11. Any other business (from the floor)



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The Club President opened the 78th Annual General Meeting at 7.00 p.m. with 20 attendees. In accordance with Clause 7.3 of Club Constitution, the President authorized the meeting to proceed (enough attendance to constitute a quorum) and outlined the agenda for the meeting.

The Facilities Manager briefed on the Club's emergency evacuation plan.

The agenda of the meeting was presented to members by the Club President, Club Treasurer and other Management Committee Members (MCM).

#1-1: President's Foreword

Dear Members and Guests,

In last 12 months we have continued to provide our services and support to Members and Community of Panaga. In 2023 our priorities remain the same: safety and well-being of all Club members and staff, members' satisfaction (also known as having good times at the Club), as well as sustaining Club offerings longer term.

In terms of Safety, we have been compliant to the changing regulations on COVID-19 restrictions, which eased in phases throughout the year. Our maintenance team, with expertise and support from the Club's Maintenance Representative, has been dedicated to carrying out maintenance works around the Club, not just to eliminate immediate risks, but also to improve overall Club appearance. To support this, MCM has been actively performing roundabouts with team leads.

In 2022, the Club has introduced a WhatsApp hotline for any queries and to provide any feedback members might have regarding the Club. This has been a success as queries can be directed to specific departments and/or sections quickly, allowing for efficient response. We also had excellent support from our Volunteers, Staff and Coaches across many sections. Both Sections' and Club's Cultural and Sports events throughout the year have been well prepared and attended – allowing members to have a great time with their families. These events also helped to bring in new members to the Club, engaging both local and expatriate communities. As a result, membership figures has shown a rising trend. BSP has also been providing support through annual subsidy and IFM outstanding scopes, taking us to a strong financial position by the end of 2022.

The Club has seen a few key projects executed in 2022 with much praise from members, such as the Kenyalang Café's revamp, opening of Santuari restaurant, newly renovated children's playground, renovations of bathrooms and Main Hall. Looking forward to 2023, we anticipate improvements to our golf course with the help and expertise from a newly appointed and elected section committee. Tennis courts are also in schedule to be resurfaced to provide players a better experience. Additionally, the Club is replacing outdoor lighting to LED in phases – not only to save electricity costs but also as a more environmentally-friendly option.

On a personal note, this will be my last year as the President of Panaga Club, as we are ending our assignment in Brunei. I am pleased to share that Michael Lampp will be appointed as Panaga Club President. I'd like to express utmost appreciation to all Volunteers, Coaches, IFM, MCM leads and Club Staff for all the support and commitment to the Club!

Kind Regards,

Andrey Shuvalov



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#1-2: Treasurer's Foreword

It would be fair to assess 2022 by dividing it into two periods. The first period until April has seen visible challenges where Covid restrictions were still in effect with little certainty on what to expect next until the transition period. It has kept the activities of the club and the sections from gaining speed on delivering expectations of members and created constraints on executing our budget within predetermined operational milestones.

Nevertheless, the second period which started as of May following the gradual ease of restrictions, has really given the boost the club needed for recovering from unfavorable financial standing due to inert status of sections and the limited member turnover this had led to. Another change the club had experienced was the financial independence from BSP under a subsidized financial management model effective as of January 2022. Even though this may be seen as a challenge, it has allowed us to develop and control our own strategy for prioritizing certain project deliverables and maintenance works in cooperation with contractors.

I would like to thank the previous Treasurer Sheldon Harrison for facilitating and overseeing the establishment of this subsidy model successfully.

To provide a quick financial performance summary of the club in 2022 by excluding the subsidy payment of B\$ 860k;

- The club's revenue year on year has increased 10% primarily supported by the increased income from operators and facility rentals and to a lesser degree membership fee income. Membership numbers have remained stable with a yearly average of 900 that has slightly fluctuated driven by the turnover in the BSJV and Garrison expat community.
- The club has reported net loss of B\$ 597k as of 2022 year-end that was 35% lower than it was originally forecasted in the annual budget. A significant portion of expenditures is attributable to staff costs, facility improvement projects and maintenance work which comprises 74% of the total yearly expenses.
- The cash reserves have seen a decline as part of yearly trend, a sufficient portion of this cash balance that is around B\$ 853k was rolled over to the new year as a cushion to deal with any unforeseen circumstances in case a major maintenance activity needs to be carried out.

We had to take a decision to increase membership fees which weren't reviewed for 5 years, to be valid from 2023. This was necessary to ensure the club's future financial wellbeing and operating on a sustainable budget to cover fairly high investment and maintenance requirements of aging PC facilities. Main financial priorities in 2023 will be on improving cost structure and finalizing outstanding projects to improve facility condition and section activities before undertaking any new projects.

The Club is committed to allocate sufficient funds to maintain the quality of offered activities and support the growth of community through section committees with dedicated volunteers. We also focus on investing in facilities and the tools they require to run their sections.

I am very optimistic that the club is ready to undertake further improvement projects to be able to upscale its offerings and enhance facility conditions that will keep impacting positively on the Panaga Community and the environment that operates in.

Sincerely,

ALPER CELIK

CLUB TREASURER



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#2: Approve minutes of 77th Club AGM held on 17th March 2022

Minutes of the 77th Club AGM held on 17th March 2022 was published on Club website together with Forewords from Club President & Club Treasurer in May 2022, which received no comments from members. The minutes are approved by MR, Michael Lampp, seconded by PADC, Wendy Dawn Thompson.

#3: Approve account for Financial Year ending 31st December 2022

Audited accounts for the financial year ending 31st December 2022 was published on Club website in March 2023. The accounts are approved by CP, Andrey Shuvalov, seconded by CT, Alper Ziya Celik.

2022 Key Financial Summary:

Total Income*	\$2,302,757
Total Expenditure*	<u>\$2,899,612</u>
Net Loss*	(\$596,855)

*Note: the above figures exclude BSP Subsidy B\$860k

At 31st December 2022, cash in total = **\$1,342,908**

#4: Approve amendments to Club Constitution

Addition to Clause 6. MANAGEMENT COMMITTEE

- Any of the MANAGEMENT COMMITTEE MEMBER positions can be appointed by the President where deemed necessary.

Addition to Clause 8.2 COMMITTEE COMPOSITION

- The Section Committee who will be representing a Division of the Club known as a Division Chair can be appointed by the President where deemed necessary.

The above amendments to Club Constitution were approved by HM, Marten Adema, seconded by CDC, Aran Testa.

#5: HSSE Highlights

Reported incidents in 2022:

- Slip & fall at female pool toilet – 1
- Sports injury / heat stroke – 1 adult
- Break-in at Golf Halfway canteen – 1
- Cyclist (child) hit by a vehicle at carpark road crossing – 1
- Car front screen hit by golf ball – 1
- Trespassing at golf course – 1
- Cable theft at old chiller room – 1

Many thanks to all members for reporting the incidents! We strongly encourage members to continue reporting any incidents on Club premises, which can be done via WhatsApp to our Panaga Club Member Services Hotline: **+673 745 2265**.



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#6: Maintenance Activities 2022

Effective 1st March 2022, all maintenance activities are managed by Panaga Club team.

Item	Maintenance Description	Section / Facility / Area	Main Work Scope	Remarks
1	Perimeter lower wall painting	MPH internal wall	<ol style="list-style-type: none"> 1. Scrapping of loose, flaky paint. 2. Repaint wall with water base orange. 	Done by Club staff. Completed in 4 days.
2	Safety netting repair	Golf course at tee box & fairway 8	<ol style="list-style-type: none"> 1. Rig up scaffolding. 2. Replace all brittle nylon strings. 3. Repair torn netting. 	Done by 3 rd party contractor. Completed in 5 days.
3	Roof sheet & roof trusses repair and replacement	Boat Compound	<ol style="list-style-type: none"> 1. Replace all corroded roof and metal / timber trusses. 2. Repaint new trusses and pole. 	Done by 3 rd party contractor. Completed in 5 weeks.
4	Removal of false ceiling	Poolside Cafeteria	<ol style="list-style-type: none"> 1. Remove all false ceiling. 2. Make good quality, all-concrete under ceiling. 3. Lay new wiring for new ceiling fans and lighting. 	Done by 3 rd party contractor. Completed in 4 weeks.
5	Cutting of fallen trees after storm	Golf course & Club perimeter	<ol style="list-style-type: none"> 1. Cut all fallen trees into smaller pieces. 2. Remove all cut branches to bin for disposal by contractor. 	Done by 3 rd party contractor. Completed in 2 days.
6	Repair 3 Jumbo umbrellas & shade cloth replacement	Small pool	<ol style="list-style-type: none"> 1. Replace new cloth shade. 2. Replace new bolt and nuts. 3. Polishing of stainless steel pole. 	Done by 3 rd party contractor. Completed in 10 days.
7	Replace stolen core electrical cables, 4pcs approx. 15m	Ex-chiller room	<ol style="list-style-type: none"> 1. Lay and re-route new cables. 2. Connections to new cables. 3. Install new cable tray. 	Done by 3 rd party contractor. Completed in 2 days.
8	Alarm Panel upgrade	Club House	<ol style="list-style-type: none"> 1. Remove faulty equipment and install new equipment. 2. Re-programming and testing. 	Done by 3 rd party contractor. Completed in 3 days.
9	Support IFM with unblocking river mouth	E3 & E1 river mouth	<ol style="list-style-type: none"> 1. Provide opening to ground for trapped water. 2. Remove debris blocking the river. 	Done by 3 rd party contractor. Completed in 2 days.
10	Kids slide repair	Small Pool	<ol style="list-style-type: none"> 1. Contractor remove slide from pool. Repairs done at their workshop. 2. Connect and install new water line. 	Done by 3 rd party contractor. Completed in 1 month.
11	Pool pump motor rewinding	Big pool pump	<ol style="list-style-type: none"> 1. Remove pump motor for rewinding. 2. Service all parts connected to motor. 3. Replace new motor bearing. 	Done by 3 rd party contractor. Completed in 3 weeks.
12	Polycarbonate roofing repair	Kenyalang Balcony	<ol style="list-style-type: none"> 1. Replace all rotten timber support. 2. Install new roof braces. 3. Re-painting works. 	Done by 3 rd party contractor. Completed in 4 days.



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#7: Projects & Improvement Updates

- Beach Shelter / Santuari upgrade



- Golf Terrace Toilets upgrade



- Playground upgrade



- Kids Party Hut, Kenyalang Café, Poolside Café, Mother's Room, Foyer Toilet revamp



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#7: Highlights from Management Committee Members (MCM) on activities

Cultural Division Chair – Aran Testa, sections included:

- Arts & Crafts Section
- Library Section
- Panaga Natural History Society (PNHS)
- Panaga Photographic Society (PPS)
- The Last Straw

Golf Captain – Gareth Turner, newly appointed and elected section committee:

- Golf Vice Captain – Robert Goodwin
- Ladies Captain – Leslie Leong
- Treasurer – Stephanie Maistre
- Secretary – Wim Moelker
- Groundsman – Maurice Wong

Health & Fitness Division Chair – Julia Wotton, sections included:

- Art of Living (AOL) Section
- Badminton Section
- Basketball Section
- Fitness Centre (Gym) Section
- Netball Section
- Tri-Fit Section
- Yoga Section

KBBC Commodore – Terry Savoie, consolidated section committee to simplify administration works:

- Treasurer – Terry Savoie (temporary)
- Secretary – Holly Savoie
- Sailing – Mark Russell
- Kayak / Surfing / SUP – Rupert Kaile
- Diving Lead – David Outhwaite
- Diving Officer – Mike Tonge
- Boatmen – Zailan bin Zaini

Performing Arts Division Chair – Wendy Dawn Thompson, sections included:

- Panaga Music Society (PMS)
- Panaga Dance Centre (PDC)
- The Amateur Dramatics Society (TADS)

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#7: Highlights from Management Committee Members (MCM) on activities (continued)

Social Division Chair – Meghna Vinod, sections included:

- Brunei Brits Club (BBC)
- Chinese Community Section
- Dutch Community Section
- Egyptian Community Section
- Friends United Network (FUN)
- German of Panaga Society
- Indian Community Section
- Jungle Tots Section
- Latino Community Section
- Nigerian Community Section
- North American Group (NAG)
- 1st Panaga Cub Scouts Section
- Santa's Grotto Section

Sports Division Chair – Marc Ripoche, sections included:

- Athletics Section (PANAS)
- Cricket Section
- Football Academy
- Futsal Section
- Lawn Bowls Section
- Panaga 4WD Club
- Rugby Section
- Stingray Swim Section
- Tennis Section

Slides on section highlights and club activities throughout 2022 can be found [here](#).



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#8: Announcement of 2023/24 Management Committee Members (MCM)

The Club President welcomed the new Management Committee Members (MCM) and expressed his gratitude to all the MCM for their interest and support in Panaga Club, especially to the volunteers and that the MCM are always available for advice and/or improvement.

Position	2023/24	Movement
Club President	Michael Lampp	Andrey Shuvalov (October 2020 – April 2020)
Club Treasurer	Alper Celik	
Club Manager	Nor Yap	
Cultural Division Chair	Aran Testa	
Garrison Liaison Representative	Major David Evans	Captain Thomas Mark Lindsay (August 2021 – August 2022)
Golf Captain	Gareth Trevor Turner	Hj Roslie Hj Abu Bakar (January 2015 – February 2023)
Health & Fitness Division Chair	Julia Wotton	
House Member	Marten Adema	David Hughes (October 2020 – April 2023)
KBBC Commodore	Terry Paul Savoie	Marten Adema (October 2020 – February 2023)
Maintenance Representative	-vacant-	Michael Lampp (January 2022 – April 2023)
Marketing Representative	Peder Elfving	
Performing Arts Division Chair	Wendy Dawn Thompson	
Social Division Chair	Meghna Vinod	
Sports Division Chair	Marc Ripoche	Marco Bonato (January 2020 – May 2022)

#9: Members Written Submissions

None received through writing.

#10: Any Other Business

None received from the floor.

The Club President adjourned the AGM at 7.58 p.m. and thanked everyone for their attendance and participation.

For the Management Committee

NOR YAP

Club Manager