



**PANAGA CLUB**  
**MCM MEETING MINUTES**

Meeting Name: **MCM01/2024**  
Date of Meeting: **24<sup>th</sup> January 2024**

Time: **1030 - 1300**  
Location: **Pelangi Room**

**Meeting Objective:**

Ensure the effective functioning of the committee and its ability to carry out its role. Raise issues to improve the Club operations.

**Attendees:**

**Present:**

Michael Lampp	CP, Club President
Alper Ziya Celik	CT, Club Treasurer
Nor Yap	CM, Club Manager
Aran Testa	CDC, Culture Division Chair
Gareth Trevor Turner	GC, Golf Captain
Mico Peric	KBCC, KBBC Commodore
Marc Ripoché	SDC, Sports Division Chair
Geoffrey Sim	FAM, Facilities Manager
Wenny Chong	FM, Finance Manager
Janice Lim	MSL, Member Services Lead
Fifie Abdullah	PEMM, Project cum Event & Marketing Manager

**Apologies:**

Rosalind Garfield-Barkworth	GLR, Garrison Liaison Representative
Peder Elfving	MKR, Marketing Representative
Wendy Dawn Thompson	PADC, Performing Arts Division Chair
Salami Hj Jakuran	GM, Golf Manager

**#1: Club President Updates by Michael**

- Club volunteering issues for foreigners, especially those holding a social visit pass, have been resolved with a formal letter received from Immigration Department to BSP.
  - A copy of the letter will be given to CM for filing and record keeping purposes, will not be circulated.
  - CDC query that there was previously a **foreigner, non-member volunteer on Dependent Pass** and queried if it is still possible for her to continue volunteering as now unsure of status? CP requested to clarify in Club Constitution (proposals to be submitted and approved in upcoming AGM).
  - CM advised that currently, foreigners can provide paid service with a valid employment pass. No information on unpaid services. CP advised to look **into Club Constitution between CM and CDC** on this matter.
- CP is connecting with BSP regarding large CAPEX maintenance items beyond subsidy provision, no decision yet from BSP.
- KBCC suggest a small team of volunteers to **do walkaround** and ensure that all maintenance items that are required are in place and scheduled.
  - CP and CT in support of proposal, suggests to carry out with FAM.
  - **KBCC and CT to connect with CM and FAM to set a date.**
- With regards to opening dine-in to public without day pass:



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- Please show additional commission generated from caterers in comparison to loss of revenue from Day Pass in next MCM meeting (data Nov'23 – Jan'24).
- CP take note that generally seen an increase in revenue, especially for Santuari and Floradina. If our vendors benefit, we will also benefit.
- MCM approves of extending the proposal for another 6 months (i.e.: 31<sup>st</sup> July 2024) and review again.
- GC suggests doing a follow-up survey on members to find out on their opinions regarding opening dine-in to non-members – CM and PEMM to connect with MKR regarding survey.
- GC comment on poor service at Santuari and is crowded during peak times. Meals also start coming out after ordering, but suddenly the staff will inform that something is no longer available on the menu.
- MCM agrees to open back road for members' use only if appropriate measures are taken and will be in trial for 1 month.
- FAM advised that there will be a security hut in place at the back gate. Security and proper fencing will be in place along with speed restrictions and signage.
- CDC also suggest to look at lighting in back road area. CT suggest something with motion-sensor. CM & FAM will look into it.
- The driver has to be a Club member and show proof of membership card to security on duty, failure to do so will result in no entry and to enter from main Club entrance instead.

*Note: Part of the discussion in this agenda is not included in the minutes due to confidentiality.*

### #2: Club Rules by Nor

- With regards to request to allow Child Carer to accompany children for leisure swimming:
  - CM explained that strict restrictions came into place due to previous fatalities encountered when child carer was accompanying child for leisure swimming. Such cases not only happened to Panaga Club in the past, but also to other clubs and other public swimming pool complexes.
  - Even at a minimum age of 14 years old allowed to be unaccompanied to the swimming pool, there is still high risk involved.
  - CP suggests having a lifeguard on duty instead of making it the responsibility of Child Carers.
  - MCM does not support the proposal for the time being and will be looking at the oversight into how we look after swimmers in the pool. GC suggests employing a lifeguard during core/peak hours only, not necessarily for the full time that the pool is open (i.e.: 5.00 a.m. – 9.00 p.m. daily).
  - CM updated that have not heard back on the letter from Ministry of Youth and Culture regarding mandatory regulation on lifeguard at all swimming pools.
  - Suggested feedback to member on proposal: express thanks for raising the proposal, advise of past fatalities and will look at how to keep people safe in the pool.
  - To revisit this matter next MCM with update on lifeguard.
- With regards to trial period for juniors aged 14 – 15 using Gym accompanied by parent:
  - MSL informed that some members have queried, but are not happy with mandatory paid PT session with Korn as will incur cost.
  - CT suggests to work on a proposal with either a reduced fee (such as having a fixed date, or maybe once or twice a month and gather all interested to do one PT session together at lower price) or if it is possible for Korn to shoot a video to show how to use the equipment, what to be alert of and have the juniors watch the video prior to using the gym.

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→ MCM suggests extending the trial for 1 more month (i.e.: end 29<sup>th</sup> February 2024) and subject to further review.

**#3: Membership Figures by Janice**

- With regards to reminder to hold SAM and DAM:
  - CP advised to **do 1 follow up with relevant Division Chair regarding SAM and DAM**, not only to be followed up by MSL.
  - CM expresses appreciation to CDC for helping out on SAM & DAM information derived from Club Constitution and Handbook.
  - In view of new and stricter procedure in place, we can identify sections not following Club Constitution and move forward with consequence (freezing finances and/or dissolving section if necessary).

**#4: Maintenance & Safety Highlights by Geoffrey**

- Currently doing minor maintenance work only, bigger maintenance items are scheduled awaiting approval of budget 2024.
- Now looking into drainage issues: recently experience backflow and flood in the basement and Jam Factory after heavy rain, which should not be the case.
- GC informed that some of the golf course pipes are not connected. CP advised that we can look into it with the golf subsidy.
- CP informed that IFM will clear as many operational pipelines underneath.
- The First Aid Room is almost done. Key can be taken from the Foyer counter, Club First Aider to accompany and help out wherever possible.
  - Once everything is in place, PEMM will take photos and publish.
  - **MSL to replenish and check on room frequently in person.**

**#5: Project Updates by Fifie**

- We have ordered sun loungers from Mike (Naafi) in September 2023, but have not received yet. They are tentatively (not confirmed) expecting to arrive in February 2024.
- Main Hall renovation supposed to be done by 24<sup>th</sup> January 2024, but have found additional works that needs to be done at the same time, which have been communicated to PADC.
- PEMM require MCM approval on the colour of flooring as the current colour we are using is out of stock with the supplier. If we would like to use back the same colour, the shipment will only arrive end of February 2024.
  - CT suggests to wait and get the colour we prefer. Decision on this matter to be made separately on colours available instock and timeframe of completion.

**#6: Division & Sections Update by Division Chairs**

Updates from Cultural Division by Aran

- All sections doing well. The Last Straw is organizing the Big Bird Watch (ongoing) in collaboration with Library.

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Updates from Golf Section by Gareth

- New Handicap system has been sent out to members, receiving good feedback so far.
- DAM is scheduled to be on 10<sup>th</sup> March 2024.
- GC query on how are Golf Captain and Vice Captain appointed and/or elected?
  - CM advised that last year, both positions were appointed by CP, and the Club Constitution was also changed in last year's AGM to reflect this.
- GC has received the proposal on golf course maintenance improvements by visiting company (from last year), looking at golf course sustainability.
  - Some good points included in the proposal, including drainage concerns.
  - GC will put together **a long term vision for the golf course.**
  - CP suggests to include golf course in walkabout with KBBCC and FAM.
- With regards to recent (last week) potential harassment claim, FAM has interviewed the member, but the decision has yet to be finalized.
  - CP suggests **to close case as soon as possible.**

Updates from KBBCC Division by Mico

- Walkabout at KBBCC done. **KBBCC would like to sit with FAM to look at the findings.**
  - FAM has gotten quotes for some items.
  - **CM and FAM will share list of findings with KBBCC.**
- This week KBBCC will be meeting with the Sailing section to see how we can revive and gain interest as currently only have few members involved.
- Diving section is doing great and very active.
- **CP would like to connect with KBBCC separately to talk about opportunities to offer after school curriculum (CCAs) to JIS.**

**#7: Events & Marketing Updates by Fifie**

- CM approved of both proposed membership promotion (not discussed in MCM due to time constraint).

**#8: AOB**

- CDC query on updates regarding Lawn Bowls (becoming an activity for Panaga School or Away Day)
  - PEMM informed that we have the rules, and will **connect with previous Chairperson, Ed Morgan on how to play.**
- CDC query on utilization of Pool Round Bar
  - PEMM will follow up and set deadline 1<sup>st</sup> or 2<sup>nd</sup> week of February 2024.
  - If still not utilizing, CP suggests to send an official letter.
- SDC informed that Football Academy contract to hire professional head coach is in draft.
  - **MSL will send out note to all parents by 1<sup>st</sup> February 2024.**
  - CM advised that increase in fees must be advertised and informed at least 2 weeks in advance
  - This Saturday will have a meeting with the Football Academy section.
- SDC suggests considering the hire of a professional coach for Rugby junior training as well if possible.

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- GC query on bike parking updates
  - FAM advised that the parking lot will be as it is now. Once the back road is open, additional bike parking can be found at the back road as well.
  - We will need to **change the signage for Priority Parking – to include ONLY for specific group.**
  - Some club users still park there despite intervention and advised against parking there.
  - CP suggests for **security to enforce parking rules strongly.**
- CP informed that in the next MCM, we will discuss more regarding lessons missed and standardizing the clauses across all sections.

**#9: Budget 2024 by Alper and Wenny**

- Club will cover all OPEX, but not very comfortable to cover all CAPEX in view of age of assets and unforeseen circumstances.
- Budget 2024 is a maintenance-oriented budget, and will need to monitor every item closely.
- Chances to increase revenue (significantly) is very slim, but we have better chances to reduce our expenses.
- CP's priority regarding Budget 2024 is on members and our offerings, therefore we do not touch much on section budgets.
- **CT will share business plan up to 2033 after discussion with BSP.**
- **Full budget approved can be shared with MCM.**
- MCM approves of Budget 2024.

**#10: Future MCM Meetings**

The following dates are proposed for 2024:

- MCM02 Thursday, 22<sup>nd</sup> February 2024
- MCM03 Thursday, 21<sup>st</sup> March 2024
- 79<sup>th</sup> AGM Thursday, 25<sup>th</sup> April 2024
- MCM04 Thursday, 23<sup>rd</sup> May 2024
- MCM05 Thursday, 27<sup>th</sup> June 2024
- MCM06 Thursday, 12<sup>th</sup> September 2024
- MCM07 Thursday, 17<sup>th</sup> October 2024
- MCM08 Thursday, 14<sup>th</sup> November 2024
- MCM09 Thursday, 12<sup>th</sup> December 2024



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**Summary of Action to take by MCM and Team Leads post meeting:**

CP, Club President	<ol style="list-style-type: none"> <li>1. Connect with KBBCC to talk about opportunities on offering CCAs to JIS.</li> </ol>
CT, Club Treasurer	<ol style="list-style-type: none"> <li>1. Organise a small group to do walkaround with CT, CM, and FAM on maintenance items.</li> <li>2. Share business plan up to 2033 after discussion with BSP.</li> </ol>
CM, Club Manager	<ol style="list-style-type: none"> <li>1. Look into Club Constitution on non-local, non-member volunteering with CDC.</li> <li>2. Organise a small group to do walkaround with CT, CM, and FAM on maintenance items.</li> <li>3. Follow up on letter from Ministry of Youth and Culture regarding mandatory lifeguard.</li> <li>4. Feedback to member on proposal for allowing Child Carer to accompany children for leisure swimming.</li> <li>5. Close case as soon as possible on potential harassment case related to Golf.</li> </ol>
CDC, Cultural Division Chair	<ol style="list-style-type: none"> <li>1. Look into Club Constitution on non-local, non-member volunteering with CM.</li> </ol>
GLR, Garrison Liaison Representative	
GC, Golf Captain	<ol style="list-style-type: none"> <li>1. Long-term vision on golf course.</li> </ol>
KBBCC, KBBC Commodore	<ol style="list-style-type: none"> <li>1. Organise a small group to do walkaround with CT, CM, and FAM on maintenance items.</li> <li>2. Look at KBBC findings from last walkabout with FAM.</li> <li>3. Connect with CP to talk about opportunities on offering CCAs to JIS.</li> </ol>
MKR, Marketing Representative	<ol style="list-style-type: none"> <li>1. Do a follow-up survey on members' opinion towards opening dine-in for non-members without day pass, in liaison with PEMM.</li> </ol>
PADC, Performing Arts Division Chair	
SDC, Sports Division Chair	
FM, Finance Manager	<ol style="list-style-type: none"> <li>1. Compare increase in commission revenue received from operators with loss in Day Pass revenue (Nov'23 to Jan' 24) – to be included in next MCM.</li> <li>2. Share full budget with MCM.</li> </ol>
FAM, Facility Manager	<ol style="list-style-type: none"> <li>1. Organise a small group to do walkaround with CT, CM, and FAM on maintenance items.</li> <li>2. Ensure all measures are in place for opening back road to members' use, including security hut and lighting (consider motion sensor(?) lights).</li> <li>3. Close case as soon as possible on potential harassment case related to Golf.</li> <li>4. Look at KBBC findings from last walkabout with KBBCC.</li> <li>5. Change signage on Priority Parking to ONLY specific group.</li> <li>6. Get security to enforce parking rules strictly.</li> </ol>
GM, Golf Manager	
MSL, Member Services Lead	<ol style="list-style-type: none"> <li>1. Inform Santuari representative on poor service commented by GC.</li> <li>2. Follow up on SAM and DAM together with relevant Division Chair.</li> <li>3. Arrange to replenish First Aid Room and check in person.</li> </ol>



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	<ol style="list-style-type: none"><li>4. Send note to Football Academy members on section fee increase by 1<sup>st</sup> February 2024.</li></ol>
PEMM, Project, Events and Marketing Manager	<ol style="list-style-type: none"><li>1. Do a follow-up survey on members' opinion towards opening dine-in for non-members without day pass, in liaison with MKR.</li><li>2. Work on proposal to reduce mandatory PT session fee for juniors 14-15 or if Korn can shoot a video as additional induction so no PT is required?</li><li>3. Connect with Ed Morgan on how to play Lawn Bowls.</li></ol>