



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

Meeting Name: **MCM02/2023**  
Date of Meeting: **2<sup>nd</sup> March 2023**

Time: **1130 – 1330**  
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:**

Andrey Shuvalov	CP, Club President
Nor Yap	CM, Club Manager
Aran Testa	CDC, Culture Division Chair
Gareth Trevor Turner	GC, Golf Captain
Marten Adema	HM, House Member #2
Taff Evans	GLR, Garrison Liaison Representative
Terry Paul Savoie	KBBC, KBBC Commodore
Fifie Abdullah	PEMM, Project cum Event & Marketing Manager
Geoffrey Sim	FAM, Facilities Manager
Janice Lim	MSL, Member Services Lead
Salami Hj Jakuran	GM, Golf Manager
Wenny Chong	FM, Finance Manager

**Apologies:**

Alper Zika Celik	CT, Club Treasurer
David Hughes	HM, House Member #1
Julia Wotton	HFDC, Health & Fitness Division Chair
Marc Ripoché	SDC, Sports Division Chair
Meghna Nair Vinod	SocDC & MKR, Social Division Chair & Marketing Representative
Michael Lampp	MR, Maintenance Representative
Wendy Dawn Thompson	PADC, Performing Arts Division Chair

**#1: Updates from Club President**

- Heartiest welcome to new MCM: Gareth as Golf Captain and Terry as KBBC Commodore
- Happy to see a healthy representation on membership figures and ongoing projects getting good traction
- Fasting month is approaching, looking forward to preparation plans on club operations
- Remind all members, caterers and contractors on our Club's lost and found standard of procedure



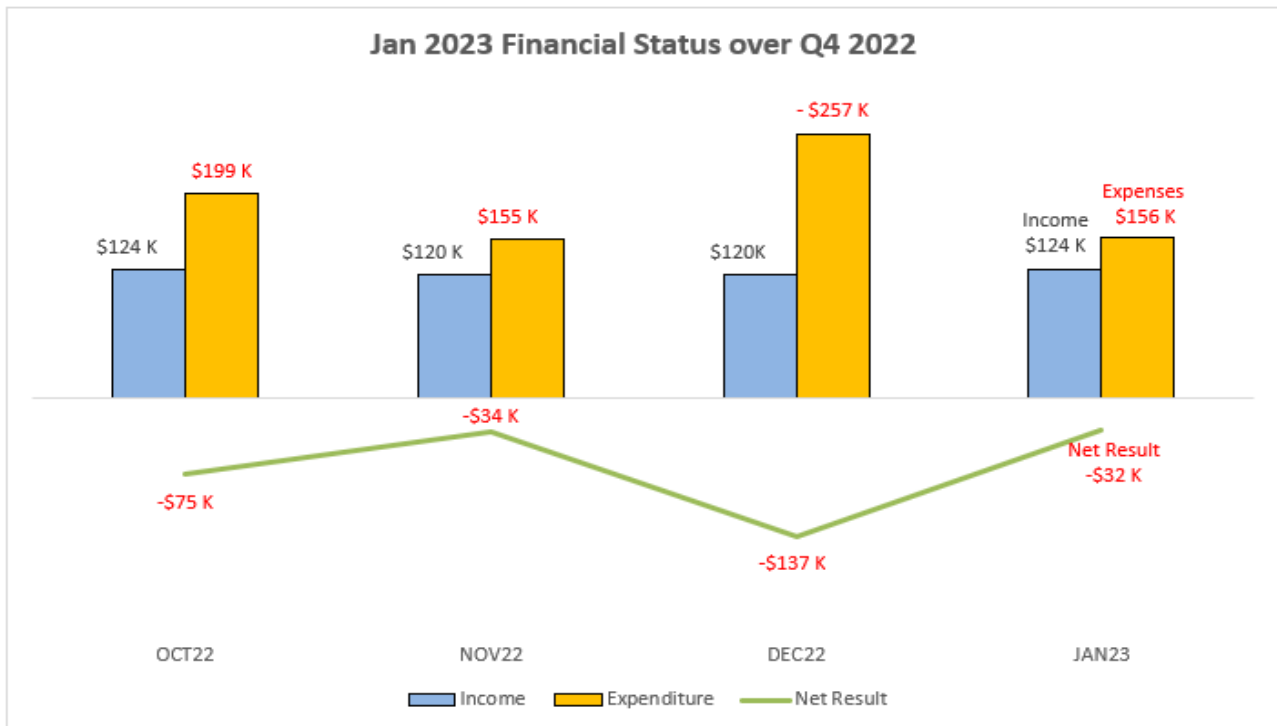
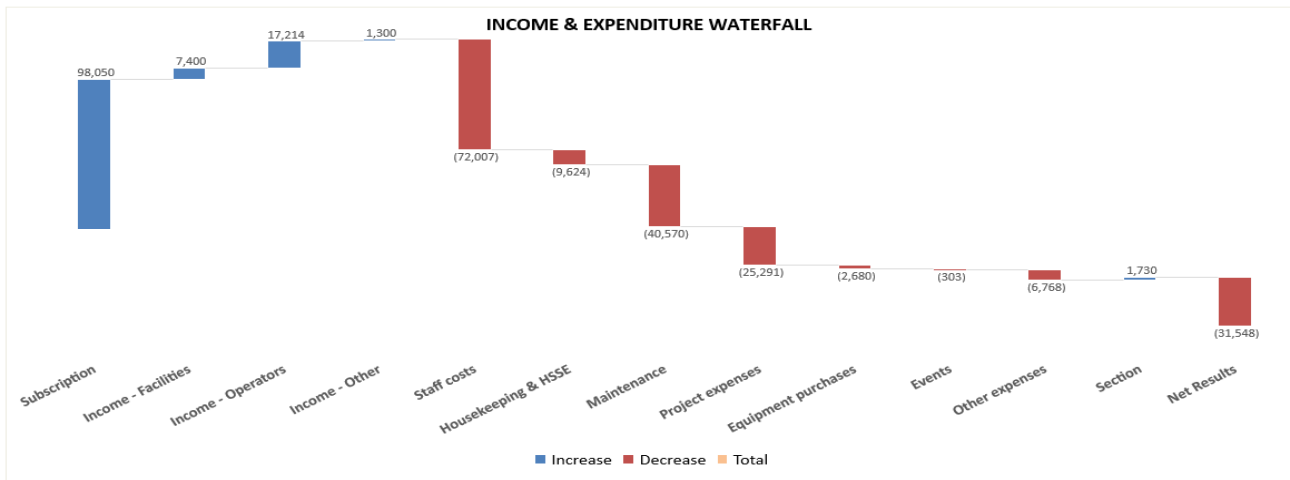
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### #2: Finance Update by Wenny

As of January 31st, The Club has reported;

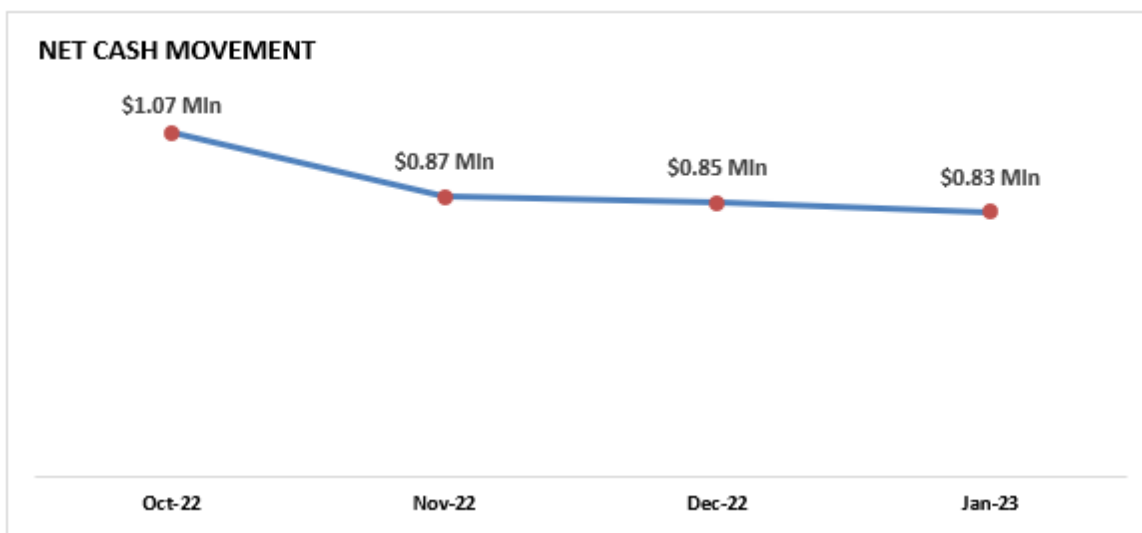
- **Total income of \$123,965 (3% increase** compared to last month).
  - Subscription fee portion of this income is **~\$98,050** that represent a 5% increase compared to last month.
- **Total expense of \$155,513 (39% decrease** from last month).
- Resulting **net loss of ~BND 31,548**.

Here is a detailed illustration of how each income and expense item was reported in overall reporting scheme until the net result is reached.





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**Contributing Factors:**

JAN 2023 Overall Net Loss at \$32K within budgeted YTD loss \$99K

- Total revenue has increased deriving from membership and waiving 1<sup>st</sup> month fee promotion for recruiting 22 new members.
- Total expenses breakdown for maintenance & project as below.

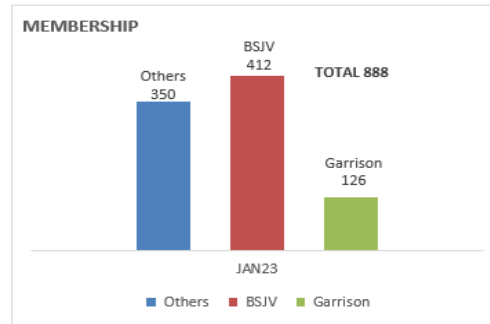
	Maintenance cost	Project expenses
1	Estate maintenance \$3K	Facility Management Software \$9K
2	Floodlight maintenance \$4K	LED Floodlights Upgrade \$16K
3	Air conditioner repairs & maintenance \$1K	
4	Pool maintenance \$2K	
5	Water Pump & Tanks Installation \$10K	
6	Mechanical – Sewer Sumps \$3K	
7	Other R&M, Tree cutting \$18K	

**Additional Comments from FM in relation to Net Cash Movement and Jan 2023 Financial Status:**

- Expecting to receive BSP subsidy this month, which will boost net cash up to approximately \$1.5 million
- Water pump & tanks installation necessary due to low water pressure on Club premises
- Facility Management Software is used to keep track of Club-owned tools and progress of ongoing maintenance works

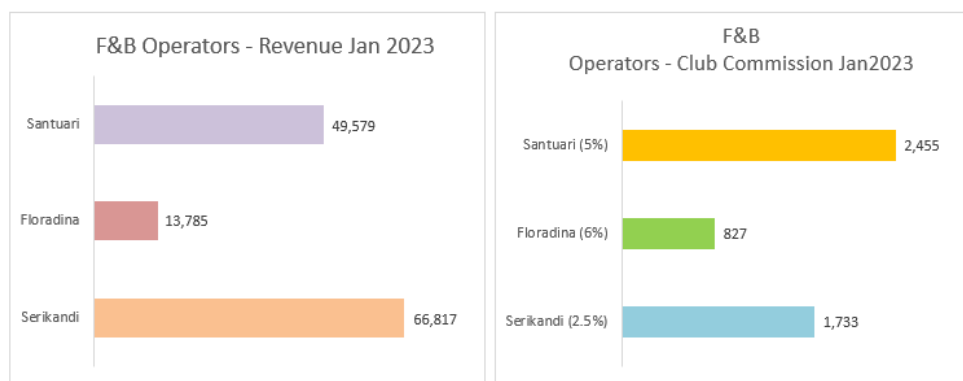


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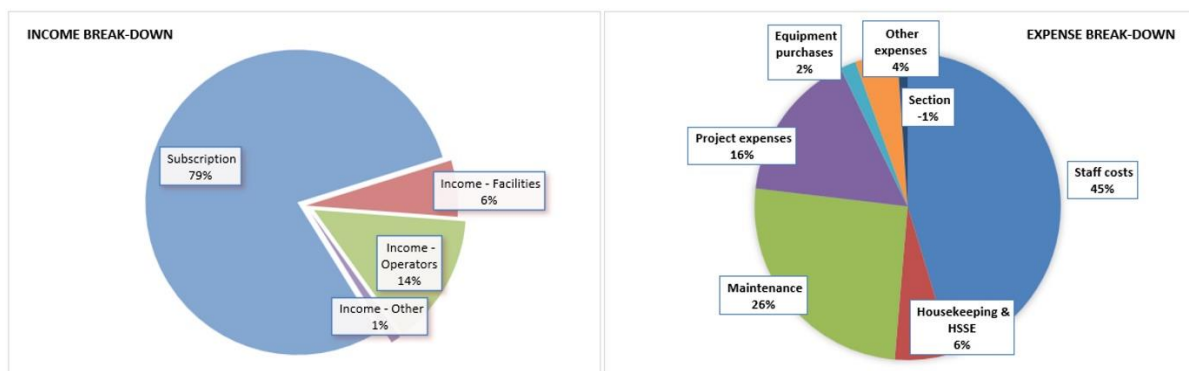
69 New members recruited with subscription income recovery in the following month after release from 1<sup>st</sup> month free promotion.

Total paying members at **888**.



Santuari Revenue boosted to \$49,579 in Jan 2023 compared to Dec 2022 of \$19,061 since soft opening 21 Dec 2022.

Club commission largest share \$2.5K (~49%) was from Santuari in Jan 2023.



### Comments from MCM in relation to Income & Expense Breakdown:

- CP recognizes efforts made to increase Club membership figures and good feedback on Santuari's success
- CP Query raised to FM: How are sections doing on expenses? Request for CT & FM to provide figures (including: How are sections spending money? How much are they generating? Are they really generating the amount of promised income?) and use report to drive financials of the Club.
- CP Query raised to FAM: Has LED investments proved to be cost saving? → FAM informed to replace existing lighting with LED throughout the year and cost savings will be observed once all is in place
- CDC request for events income and expenses breakdown to be shown → PEMM to include in upcoming MCM meeting

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**#2: Membership Figures**

MONTH	FULL MEMBERSHIP		TEMPORARY MEMBERSHIP		
	NEW JOINER	RESIGNED	DAY PASS	WEEK PASS	SSAP
<b>OCTOBER 2022</b>	16	19	123	27	19
<b>NOVEMBER 2022</b>	23	9	105	31	9
<b>DECEMBER 2022</b>	24	25	171	29	2
<b>JANUARY 2023</b>	60	37	226	31	8
<b>FEBRUARY 2023</b>	34	27	447	16	9

Resignation Indicators:

	Final Departure / Leaving Brunei	Not using Club facilities often
January 2023	29	8
February 2023	16	11

**Additional Comments from MSL in relation to Temporary Membership Figures:**

- Significant increase in Day Pass from December 2022 onwards, particularly during the weekends (Saturday and Sunday)

MONTH	NON-PAYING MEMBERS	PAYING MEMBERS	TOTAL MEMBERS
<b>OCTOBER 2022</b>	61	929	990
<b>NOVEMBER 2022</b>	69	936	1005
<b>DECEMBER 2022</b>	83	916	999
<b>JANUARY 2023</b>	130	888	1018
<b>FEBRUARY 2023</b>	77	941	1018

**Additional Comments from MSL in relation to increase in Non-paying members:**

- 69 out of 130 non-paying members are temporarily non-paying for January due to Club Membership promotion
- 11 out of 77 non-paying members are temporarily non-paying for February due to Club Membership promotion

**Comments from MCM in relation to Membership Figures:**

- CDC: ensure Club is not overcrowded with increase in day pass sales
- CP: try to encourage day pass holders to convert to full membership and strictly enforce day pass purchases for non-members using Club facilities (including dining in outside of times we are open to public)
- CP Query: How can members highlight/bring up issues (such as looking for lost and found items) to Club staff and Club Management? → MSL: through our Member Services Hotline: +673 745 2265
  - GLR suggestion: to contact a fixed number
  - CDC suggestion: to improve front desk services and have an outline of roles for Club staff on the website (similar to MCM listing)
  - CP suggestion: to make Member Services Hotline more visible everywhere at Club (including on website) and provide refresher to all members, contractors and caterers on lost and found standard of procedures



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### #3: Projects Update by Fifie

Playground Before:



Playground After:



#### Comments from MCM in relation to Playground Completed:

- Well done!
- PEMM learning point from this project: an error regarding playground equipment was found after installation, which was highlighted to the Project Head but they insisted no issue. Error was brought up to Project Manager due to equipment not installed properly (gap between ground and equipment, which should not be) and consulted with MR → contractor to redo installation properly and was penalized for error made

Ongoing Projects:

No	Schedule	Description	2023 Approved Budget	Actual Cost	Balance	Contractor	Milestone	Updates (Fifie)
1	Q1	Electrical switchboard upgrade	25,000.00	16,450.00	8,550.00	Poh Soon Contractor	7	PO 09401 9/12/2022 @\$3k for 1st floor main office - replacement distribution board; switchboard upgrade. P.O Contract done for item 1 to 4 - 9/2/23 \$13,450.00 (Location-Lotus Lounge, Ground Floor Main Building, Serikandi Main Kitchen, Basement Stores) Work starts on 20 Feb and expected to be completed by 19 Mar'23. Since we have a balance budget, Geo would like to propose to upgrade switchboard at round bar, tennis shop area & golf maintenance workshop.
2	Q1	Playground perimeter fencing replacement	19,000.00	20,914.35	- 1,914.35	Haji Adinin & Sons	5	Michael - has approved the additional budget as exceed of \$1,914.35. Work will start on 1st March & expected to complete by 18 Apr'23.
3	Q1	Serikandi main kitchen ceiling & lighting upgrade, office repainting and minor repair for toilets	20,000.00				3	Email RFQ on 7/2/23. 2 companies already done the site visit. Waiting for 1 more company for site visit.
4	Q1	LED Floodlights upgrade - Padang, Tennis courts, Golf Hole 9 & 18	67,600.00	32,277.00	35,323.00	Lee Jong	5	\$95-9 18 Floodlight Timer. P.O Contract done for Tennis courts - \$32,182
5	Q1	Tennis court resurfacing	108,947.00	72,456.41	36,490.59		7	30% paid in 2022-31,052.74. 70% \$72,456.41 will be paid in 2023. Upgrading start with court 6 - 25/2/23.

MILESTONE	ACHIEVEMENT
1	Design
2	Workscope
3	Site Visit
4	Quote
5	Evaluation / Approval Including Budget
6	PO / Contract in Place
7	Material Arrived
8	Mobilization - Work/Order
9	%
10	Completion / Handover





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### Comments from MCM in relation to Ongoing Projects:

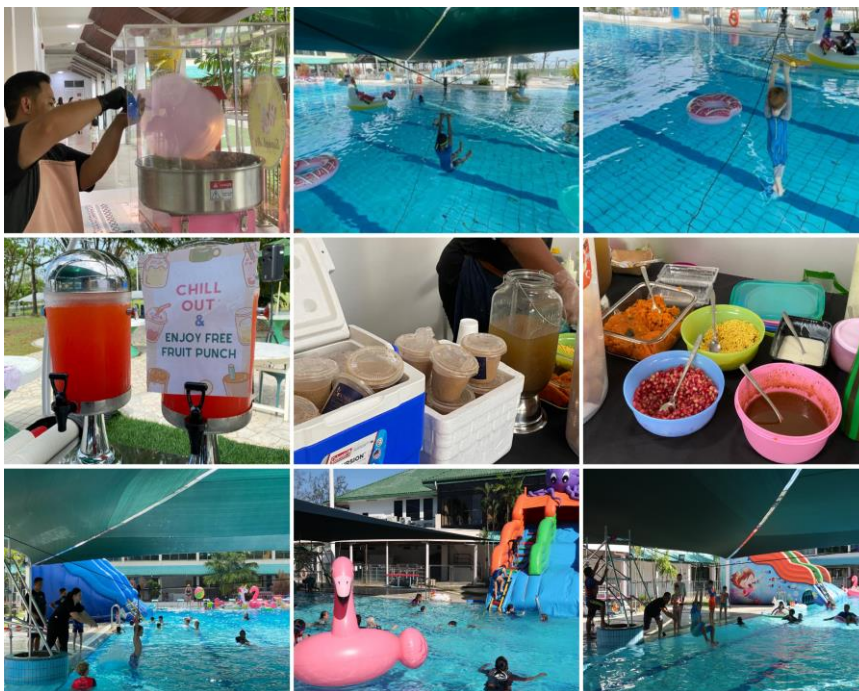
- FAM: Sports Pavilion will be completed by Saturday (immobilization and remove scaffolding)
- LED Floodlights upgrade at Padang was quoted \$90k → CP suggests reconsidering design and retender

### #4: Marketing & Events Update by Fifie

#### Past Event – Chinese New Year Celebration



#### Past Event – Pool Party Weekend





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### Upcoming Events:

Date	Event Name
3 – 11 March	Panaga Tennis Junior Open by Age
8 March	F.U.N International Women's Day
	International Women's Day Tshirt
12 March	National Day Organized Golf
15 March	Film Club: The Namesake
19 March	Egg Hunt
28 – 30 March	Week 1: School Break Term Camp
31 March – 1 April & 7 – 8 April	Badminton Camp
4 – 6 April	Week 2: School Break Term Camp



### Comments from MCM in relation to Upcoming Events:

- PEMM: Upcoming Beach Day (originally scheduled for Saturday, 4<sup>th</sup> March 2023) is postponed due to weather conditions; new proposed date is after Hari Raya holidays → KBCC approved ✓
- PEMM: Egg Hunt will be co-hosted by NAG and Jungle Tots for their section members
- CDC Query on sales of International Women's Day T-shirt → PEMM informed that it is a pre-order basis, and has received 15 – 20 orders so far
- GC Query on colour of International Women's Day T-shirt: why is it pink instead of purple?

### Proposal for Panaga Open Day:

#### Purpose:

- Increase membership
- Create a wider exposure to public
- Showcase what our sections offer
- Showcase Club facilities and services offered

#### Proposed Date:

- Sunday, 7<sup>th</sup> May 2023

#### Summary:

- Open to Public
- All sections are welcome to join
- Membership promotion
- Vendor selling (food / thrifts)
- Live music
- Movie night
- Go Kart / e-Bike
- Golf / Driving Range open (paid)
- KBBC activities
- Car show (4 by 4)
- Cubs Scouts – Car Wash





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Open Day Proposal Schedule:

Activities	Time slot	Venue
Yoga	08:00 – 09:00	Small MPH
Badminton	08:00 – 09:00	Big MPH
Thrift / car boot sale	08:00 – 12:00	Car Park
Tri-Fit	09:15 – 10:15	Small MPH
Basketball	09:15 – 10:15	Big MPH
Jungle tots	10:00 – 12:00	Jungle House
KBBC (water tubing, kayak, sailing)	10:00 – 12:00	Beach
Community sections open	10:00 – 14:00	Main Hall / Pelangi Room
Netball	10:30 – 11:30	Big MPH
PDC	10:30 – 11:30	Small MPH
Futsal	11:45 – 12:45	Big MPH
KBBC (Diving – pool)	13:00 – 15:00	Swimming Pool
Car Show	12:00 – 16:00	Car Park
Live band	16:00 – 20:00	Main Hall
Kids Go kart	16:00 – 20:00	Back car park
KBBC (sunset cruise)	17:00 – 19:00	Beach
Movie night	18:30 – 20:00	Main Hall
Food vendors	10:00 – 20:00	Pool Side to Golf balcony

**Comments from MCM in relation to Panaga Open Day Proposal:**

- HM: ensure insurance coverage for non-members/public → CM informed that such events usually will require non-members to sign liability form
- CP: suggests involving sections (engage in sections that are interested to participate, but send invitation to all sections) and showcase what is offered & give volunteers (including section volunteers) memorabilia as a token of appreciation for their efforts

**MCM Decision:** ✓ Approved

**#5: AOB by Janice**

**Part 1: Badminton Section – Proposal for Monthly Fees for Kids Badminton Lessons**

- Current process: members to register online for every badminton lesson interested to attend; charged at B\$12 per 1 hour lesson
- Proposal: to implement a monthly charge at B\$10 per week; monthly charges will vary based on number of weeks per month (e.g.: B\$40 per month or B\$50 per month)
- A survey has already been sent out to parents (Club members) to see how many are interested to join if monthly fees are charged (instead of registering every lesson)

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**Comments from MCM in relation to Badminton Section's Proposal:**

- CDC: suggests to have an information sheet for lessons conducted, detailing rules on resignations and holidays (lesson ongoing or no lessons)
- GC: suggests calculating how much lessons will cost per year, divide by 12 and use that as the monthly charge
- KBBCC: suggests to think of a good value of money for members

**MCM Decision:** To charge a recurring fee of **B\$45.00 per month**

Part 2: AGM 2023 Proposed Date

- To choose between: Thursday, 13<sup>th</sup> April 2023 or Thursday, 20<sup>th</sup> April 2023

**MCM Decision:** **Thursday, 13<sup>th</sup> April 2023**

Part 3: Request for public to dine in dinner time during Fasting Month

- PEMM: request for update on non-members dining in during the fasting month (proposed during the last MCM meeting but there was no conclusion/decision made)

**MCM Decision:** ✓ Approved to open for public dine-in **Monday to Thursday 1800 – 2000**

**#6: Discussion of important matters / anything to highlight around the table**

Part 1: Update from KBBCC

- Actively looking for a new treasurer for the Diving Section
- Look forward to the start of diving season

Part 2: Update from GC

- Golf committee is confirmed and a meeting will be held soon to discuss important matters
- Golf course complete closure for tournaments is not necessary, other alternatives can be considered for golfers not participating in the tournament
- On public holidays, the golf course will remain open for golfers to play. The Golf Admin office will be closed during certain public holidays. Members can contact the Panaga Golf Hotline through WhatsApp at: +673 745 5958 for more information on admin office closure.
- PGC is lacking a greenskeeper, is planning to bring 1 from Pantai Mentiri Golf Club but will need to be discussed further with the Golf section committee
- Request for certain trees to be cut down at the golf course (not for golf maintenance contractor)
- **Comment from CP:** look over the inventory management of golf equipment → GC informs that he is planning to conduct an audit with the Golf section committee

Part 3: Update from GLR

- Trying to connect with more Garrison members and remind them that he is their first point of contact should any issues arise
- New arrivals expected from May to July 2023, especially from RAF

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Part 4: Update from CDC

- Maintaining good communications with sections of the Cultural Division
- Highlighted issue of low water pressure in the Arts & Crafts Room – is still not resolved after approximately 2 years