



PANAGA CLUB MCM MEETING MINUTES

Meeting Name: **MCM02/2024**
Date of Meeting: **29th February 2024**

Time: **1100 - 1300**
Location: **Main Hall**

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
Nor Yap	CM, Club Manager
Gareth Trevor Turner	GC, Golf Captain
Mico Peric	KBCC, KBBC Commodore
Janice Lim	MSL, Member Services Lead
Fifie Abdullah	PEMM, Project cum Event & Marketing Manager

Apologies:

Alper Ziya Celik	CT, Club Treasurer
Aran Testa	CDC, Culture Division Chair
Rosalind Garfield-Barkworth	GLR, Garrison Liaison Representative
Peder Elfving	MKR, Marketing Representative
Wendy Dawn Thompson	PADC, Performing Arts Division Chair
Marc Ripoche	SDC, Sports Division Chair
Geoffrey Sim	FAM, Facilities Manager
Wenny Chong	FM, Finance Manager
Salami Hj Jakuran	GM, Golf Manager

PEMM, Fifie Abdullah is nominated by CP, Michael Lampp as a representative to fulfil quorum criteria (minimum of 5 management committee members) to start MCM meeting.

#1: Club President Updates by Michael

- Alper will be stepping down as Club Treasurer effective 1st April 2024, but will be continuing on as a House Member. Greatly appreciate all efforts and contributions done throughout time!
- The new Club Treasurer will be Karl Lenk, who will start on 1st April 2024. Looking forward to have him on board.
- Will **catch up separately with KBCC regarding the status of KBBC building**, as well as meet with BSP to get a formal agreement on the building.
- Update on meeting with BSP on budget exercise:
 - We have a large CAPEX, appreciate FAM and team in looking at future projects on maintenance (critical items).
 - New Club Treasurer, Karl, will package all and present to BSP to see if we are able to get subsidy beyond what we have now.

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#2: Club Rules by Janice

- With regards to proposal to change Club Rules Clause 2.2.a, (2) Reduced Rate MEMBERS:
 - MCM approve of change. Individuals aged 55 below will not be eligible for Retiree rate.
- With regards to request allowing Child Carer to accompany children for leisure swimming:
 - MCM do not support.
 - Separate discussion on part time lifeguard is still ongoing.
- With regards to request allowing waiver of section fees for Muslim children throughout Ramadhan period:
 - MCM do not support.
 - Section fees are calculated in a way that ongoing lessons are spread across 12 months, inclusive of non-attendance, coaches going on leave, public holidays etc. No waivers offered.

#3: Membership Figures by Janice

- CP request for FM to show an overview of what we are losing compared to what we are earning for opening dine in to public without day pass, including rental and additional security hired.
 - In general, we take note that our vendors are doing better off.
- MCM request to make clear number or proportion of non-paying members are under promotion in future MCM slides.

#4: Maintenance & Safety Highlights by Nor (on behalf of FAM)

- In relation to Incident #3, Club has to make sure that security is stationed at the pool toilets during Panaga School swimming lessons. Panaga School is happy with the follow-up provided in view of the incident that occurred.
- CP query on why the incident related to security is not included in the list.
 - CM will inform FAM to include in list and take note on confidentiality and sensitive information.
- KBBC query on whether priority parking issue is resolved as saw still fully occupied whenever he is at the Club.
 - CM informed that there are plans in place to paint the parking slots and change the wording to “ONLY FOR” specific groups.
- Background on Night shift maintenance personnel:
 - Couple of instances last year where certain parts of the club isn’t operating on time (opening and closing), as the responsibility lied on the security guards on duty. There was no Club staff after 7pm.
 - Now we have a Club staff to help run the club and ensure that operations are running smoothly.
 - This will be on trial for 1 month, will check with CP if to continue. CP will decide after getting feedback from CM regarding the trial.

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#5: Project Updates by Fifie

- CP query on the bulbs used in the Main Hall, why they are of different lengths and sizes.
 - PEMM will check on consistency.
- PEMM informed that there is new flooring, walls and speakers (no longer required to carry speakers from place to place). All the lighting works fine now.
- PEMM query if we can increase the Main Hall rental fee to B\$400 per day in view of recent upgrade and current fee is the same as Pelangi Room.
 - KBCC suggest for gradual increase.
 - MCM approves to increase rental fees to B\$375.00 per day effective 1st April 2024.
 - All previous bookings made for future date past 1st April will be honored in old rental price.
- PEMM did a site visit to Jungle House before meeting started and updated that for root removal, the roots going through the building is still there as contractor informed not all roots can be removed due to stability of the tree.
- CP request to get quote for carpet grass at Jungle House playground area.
- CP query on signage for ongoing work, PEMM informed that there is an A3 sized signage in place, but will check again if the signage is still there or has been removed.
- KBCC query on who will do HSSE review before the area is opened to members' use.
 - PEMM informed that FAM will do the check after completion.
 - CP suggest to walkover with MCM, perhaps KBCC to get extra support.
 - KBCC is happy to walkover together with FAM, please schedule and send time and date before they complete around mid-March.

#6: Division & Sections Update by Division Chairs

Updates from Golf Section by Gareth

- Got quotes to put pathway on golf course, also looking for parking area for buggy – will make a decision soon
- Lack of rain (3 weeks) is now an issue, as we have no proper irrigation system and rely heavily on hand watering.
 - GM and Shuhairi will get quotes for irrigation system.
 - Some existing faucets have no water supply, CM is informed of water supply issues.
- GM informed of an issue with tractors pulling water tanks. Currently they have two tanks and two tractors available. However, the tractors have other uses (aside from pulling water tank).
 - CP suggest to look at some options – GC is looking at buying new equipment and get someone to maintain and service the equipment monthly.
- CP informed need proper assessment of golf maintenance shed, unsure if it is completely safe to use.
 - To include in CAPEX study to BSP.
- GC needs to ensure that golf subsidy is spent before requesting for another subsidy.

Updates from KBBC Division by Mico

- Diving section is very active.
- Sailing got new members, cleaning of hobie kits, checking the rigging and clear out rubbish.
- CM given list of quotes for KBBC building to KBCC on works to be done.



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- Recent visit from Metazone, energizing sailing sports in Brunei and reaches out to other sailing clubs. They focus on deploying funds to help sailing clubs grow their assets. KBBC will not be requesting for funds until we confirm on our assets first.
- In consideration of offering junior watersports, we will need to carefully consider if we want to train them.
- CP has gotten good feedback from members in view of KBBC Sailing section's activity. KBBC requested for a few more weeks before they publish and advertise on section.
- JIS is interested in sailing activities for students, CP is looking into getting an official contract in the future between JIS and Panaga Club.
- KBBC informed that we will need to beautify the Boat Shed now then only will advertise on watersports at Panaga Club.
- KBBC request if we can fly KBBC flag near Santuari and Boat Shed.
- Issue with delivery of equipment, invoice dated in 2017. KBBC has requested for the Club to communicate with the vendor officially and to deliver what we have ordered as already paid.
 - Is currently looking for evidence and any supporting documentation regarding invoice backdated to 2017.
- PEMM queried if fishing and river boat activities will still be ongoing by Zailan throughout the fasting month?
 - KBBC queried on how the arrangement was last year. If Zailan and al-Hafiz are ok, then we can proceed.
- KBBC request to be included in all watersports bookings like river cruise, watertubing etc. and suggests to try to stick to what we offer.

Updates from Sports Division by Janice (on behalf of Marc)

- CP query on the cost for Beach Volleyball court.
 - CM informed that is already approved in 2024 budget, but FM to advise again.
- MCM raised query on how to stop teens and non-section members to play?
 - Suggestion to allow members to play at anytime in an unlocked area.
 - Suggestion to set up as an Incorporated (no fee) section.
 - CP will discuss further with SDC.
- Proposed section fee not approved for now until confirmation on type of section.
- GC suggested to add lighting on car park poles at the back.
- CP suggest to make available to members only for time being.
- Opening of Beach Volleyball section will be done after fasting month.

#7: Events & Marketing Updates by Fifie

- PEMM advised that for the Room Booking Promotion, currently has 1 booking only for 3 consecutive days.
 - CP informed that the expected target (30 bookings) is not very logical, as it means that the rooms will need to be booked out 90 days consecutively (3 months).
 - CP queried on how many times will clients need to book for 3 days consecutively or more?
 - PEMM will reconsider for future room booking promotions and think of what we are offering as well.

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#8: AOB

- CP commented on the WhatsApp poll regarding the timing of future MCM meeting: majority in favor of 5.00 p.m. – 7.00 p.m.
→ MSL to update booking and calendar invites for all future MCM meetings.

#8: Future MCM Meetings

The following dates are proposed for 2024:

- MCM03 Thursday, 21st March 2024
- 79th AGM Thursday, 25th April 2024
- MCM04 Thursday, 23rd May 2024
- MCM05 Thursday, 27th June 2024
- MCM06 Thursday, 12th September 2024
- MCM07 Thursday, 17th October 2024
- MCM08 Thursday, 14th November 2024
- MCM09 Thursday, 12th 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"> 1. Catch up with KBBC on KBBC building. 2. Discuss Beach Volleyball section with SDC.
CT, Club Treasurer	
CM, Club Manager	<ol style="list-style-type: none"> 1. Provide feedback to CP regarding night shift maintenance personnel.
CDC, Cultural Division Chair	
GLR, Garrison Liaison Representative	
GC, Golf Captain	
KBBC, KBBC Commodore	<ol style="list-style-type: none"> 1. Catch up with CP on KBBC building. 2. Walkover with FAM for Jungle House project (mid-March).
PADC, Performing Arts Division Chair	
SDC, Sports Division Chair	<ol style="list-style-type: none"> 1. Discuss Beach Volleyball section with SDC.
FM, Finance Manager	<ol style="list-style-type: none"> 1. Show an overview of what we are losing compared to what we are earning for opening dine in to public without day pass, including rental and additional security hired.
FAM, Facility Manager	<ol style="list-style-type: none"> 1. FAM to include security incident in list and take note on confidentiality and sensitive information. 2. Paint the priority parking slots and change the wording to “ONLY FOR” specific groups. 3. Schedule walkover with KBBC on Jungle House project (mid-March) and inform of time and date.
GM, Golf Manager	<ol style="list-style-type: none"> 1. Get quotes for irrigation system on golf course.
MSL, Member Services Lead	<ol style="list-style-type: none"> 1. Make clear number or proportion of non-paying members are under promotion. 2. Update booking and calendar invites for all future MCM meetings to 5PM – 7PM.
PEMM, Project, Events and Marketing Manager	<ol style="list-style-type: none"> 1. Check consistency of light bulbs used in Main Hall. 2. Get quote for carpet grass for Jungle House playground area. 3. Check if signage for ongoing Jungle House project is still there.