



## PANAGA CLUB MCM MEETING MINUTES

Meeting Name: **MCM04/2023**  
Date of Meeting: **30<sup>th</sup> August 2023**

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
Nor Yap	CM, Club Manager
Aran Testa	CDC, Culture Division Chair
Gareth Trevor Turner	GC, Golf Captain
Julia Wotton	HFDC, Health & Fitness Division Chair
Rosalind Garfield-Barkworth	GLR, Garrison Liaison Representative
Terry Paul Savoie	KBBC, KBBC Commodore
Peder Elfving	MKR, Marketing Representative
Marc Ripoche	SDC, Sports Division Chair
Wenny Chong	FM, Finance Manager
Geoffrey Sim	FAM, Facilities Manager
Janice Lim	MSL, Member Services Lead
Fifie Abdullah	PEMM, Project cum Event & Marketing Manager

#### **Apologies:**

Alper Zika Celik	CT, Club Treasurer
Marten Adema	HM, House Member
Wendy Dawn Thompson	PADC, Performing Arts Division Chair
Salami Hj Jakuran	GM, Golf Manager

### **#1: Updates from Club President**

- Social Division Chair, Meghna, has stepped down officially – vacant slots available on MCM for Social Division Chair, Contracts Representative and Maintenance Representative. Health and Fitness Division Chair, Julia, will be staying on.
- Last week there was a staff engagement party to express appreciation and recognizing staff efforts, especially for the whole maintenance team who assisted greatly in helping the club front look 10 out of 10. The entrance is tidy, and pressure washing the roads (for safety especially when roads are wet) as well as landscaping efforts are great. HFDC agrees and has also received positive feedback from members regarding how nice the garden looks now at the entrance.
- Appreciate the golf committee and staffs supporting our current contractor; the course condition has improved so much in a few months, thank you for your efforts.

### **#2: Updates from Club Manager**

- Incident procedure and consequence management query
- CP highlights the need to make some changes and improve on HR policy

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- On behalf of CT: how do we judge incidents and do we have the authority and expertise to judge what is right and wrong?
- In relation to current way of doing, we need to seek MCM advice, but what about when times that MCM is not available? CP & CT has just returned from travel, and new incidents aroused are still open and not fully resolved – looking into having a standardized procedure

### #3: Finance Update by Wenny

- FAM comment: unexpected costs from pool pump and Padang lighting.
- MKR comment: well done to Serikandi and maintenance team for their great efforts in response to temporary outdoor kitchen and limited menu; happy to see everyone in a new working environment.
- CP comment: ensure projects and maintenance are carried out as part of the plan, and do not load up all maintenance expenditures in December.
- FM on behalf of CT: the financial model is introduced by CT to see if it is viable for the Club to survive in the next 10 years, and it is still a work in progress.
  - MKR to decide on a date to look at the Club's long term business plan with MCM.

### #2: Membership Figures by Janice

- CP comment: honorary memberships are not given out lightly.
  - CM will provide proposal to update Honorary Membership clause on Club Constitution, to clarify on some vague points. For instance, honorary membership for government officials are only throughout their term of office. However, we have not yet taken action to follow up on whether new officials have been appointed.
  - MSL to follow up with relevant government agencies and be cautious and mindful of action taken.
  - MKR suggests to show breakdown of honorary member statistics – how many are active and how many are inactive or away from Brunei.
- MCM approves to charge immediately day pass upon discovery of lending membership card to others not included in family membership. Repeat offenders will be reviewed and will lead to consequence management including suspension of membership.
  - MKR suggests to have a notice/poster at the front entrance, stating opening hours as well as non-members to purchase temporary pass.
  - MSL to provide friendly reminders on Club Rules in Friday newsletters – to liaise with MKR once posters are ready.
- CP comment: Brunei Garrison members can be deployed overseas, and sometimes on short notice
  - CP to work with CM and GLR to look into giving exception for Garrison / Army deployments (less than 6 months)
- MKR comment: review the sports sections and request for clarity to temporarily suspend section activities without charges for injured members
  - CM clarifies that if a member is injured and is temporarily unable to carry out registered section activities, the Club can temporarily stop charges for such activities and resume charges once member recovers. However, member will need to provide supporting documentation and write in a request for temporary suspension due to injury.

### #3: Safety Highlights by Geoffrey

- Both incidents have yet to be resolved as key persons of investigation committee just came back from leave.

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- SDC suggestion: give a temporary badge/card for all members who forget to bring their cards.

**#4: Project Budget Updates by Fifie**

- HFDC comment: new rattan furniture at the Poolside Cafeteria and in front of Kenyalang Café looks very nice!
- CP comment: to stop Padang LED project as not a need for now due to high projected costs of ~B\$100k.

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

Updates from Cultural Division by Aran

- It has been a quiet summer for all sections, looking forward to activities resuming in September!

Updates from Garrison Liaison by Rosie

- Education Fair was a great success, thank you to all efforts from Panaga Club team
- Thursday diving sessions and golf activities are very attractive to Garrison members
- Has advertised the Summer Festival, anticipating many to attend

Updates from Golf Division by Gareth

- Ongoing course maintenance including shutting down Tee #6 under the direction of greenskeeper
- Golf course maintenance contractor has requested to bring in 9 more personnel to get scope of work done. GC, GM, CM, CP and CT will come together for a discussion to look at possible options.
- Update on handicap system: has approached a local option for new handicap system, who provided a quote at B\$20.00 per person – cheaper than Albatross quote previously
- Golf Pro, Valerie and Golf Shop, SM Tan contract renewals due soon
- Tree trimming project – clears out line for golfers as well as clearing undergrowth and bushes. Some trees are pending need government approval to clear.
  - Have received mixed feedback regarding this project
  - Next time will need to improve on communication and inform members in advance of tree trimming project
  - PNHS previously did a report in 2022 regarding Vegetation Management for Panaga Club, CM/CDC to share report with Golf committee

Updates from Health and Fitness Division by Julia

- Summer camp this year is relatively quiet compared to previous years
- Request for a noticeboard on stairwell leading to gym – CM has requested for HFDC to send in written request via email
- Query on the purpose of new TV in the gym
- Yoga section is in the process of hiring a Yoga instructor, as cannot rely solely on volunteer instructors

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- CP suggestion: is there a possibility of lowering the minimum age requirement for gym facility to 14 years old? (must be accompanied by adult parent, can only go to the gym unaccompanied from 16 years old onwards)
  - CM will check with BSRC regarding their gym policy and look into potential safety concerns as well as discussing with gym instructor

Updates from House Member by CM (on behalf of Marten)

- Floradina contract is closed – confirmed for another 2 years extension
- Thank you and much appreciation to Marten in his negotiations regarding the contract renewal

Updates from KBBC Division by Terry

- Marlin is still on land
- A lot of recent training for diving held with Hammerhead and at Panaga Club swimming pool
- New part timer, al-Hafiz, has been a great help to support and backup watersports activities when Zailan is off shore
- Hoping to get sailing activities up and about soon, especially during the upcoming Summer Festival. However, it is not fully ready to resume in full swing yet as will require more investment in equipment.
- CP, KBBC and CM will need to look into and discuss regarding returning the KBBC building to BSP.

Updates from Marketing by Peder

- Will look into available dates for business plan discussion with MCM – to use WhatsApp poll and see which dates suitable
- Suggest half day sessions, and do another follow-up sessions if required, where first session could include inputs from MCM and tasks involved, and in the second session to look into decision making if cannot be done on first session
- Will follow up with club opening times to harmonise and publish

Updates from Sports Division by Marc

- Look into tennis camp fees as the first summer camp was cancelled due to low number of participants.
- Still in discussion for hiring professional football coaches. Football Academy is considering as this will affect current section fee offered, will need to readjust if proceed with hire.
- Lawn bowls section needs a discussion with MCM – what can we do to help the section?
  - CP suggests to increase volunteers to reactivate section, and will also need some work done with the racks as few are on the verge of collapsing.
  - Try to increase awareness (e.g.: introduce to the children of nearby schools) or make into an incorporated section (no section fees) so more members might be interested in joining
  - Can also do some packages for company away day events with other facility hire in Panaga Club
  - If all efforts fail, might need to repurpose lawn bowl green area (but if gone, the section will not be coming back again)

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

- CP comment: for the car show at upcoming Summer Festival, strictly no car tracks on the Padang as it will affect the grass condition, which takes months to recover
- MCM approves of special package proposal for room booking with add on activity

**#7: AOB**

- MCM does not support quotation received from QAF; CP is looking into working with BSM to install EV chargers at no cost to Panaga Club
- CM query: there are crocodiles on the golf course, if a golfer or anyone on the golf course is bitten, is the Club liable?
  - CP informed that we have plenty of signage to warn of crocodiles on course and traps set up to catch crocodiles
  - GC informs of new procedure for new golf joiners – will need to complete a safety induction and warn the joiners of crocodiles
  - We are doing as much as we can to inform our members and non-member guests to play at their own risk, so the Club should not be liable
- SDC query: who is liable for destroying/damaging Club property?
  - CP informed that if the act was done intentionally, the individual will be the one liable for costs of repair and/or replacement
  - If it was done unintentionally, the Club will have to cover the costs of repair and/or replacement
  - FM informs that although the Club has public liability insurance, the legal claim might be difficult, especially for intentional damages done to our property
- CM and GC will look into golf netting issue together and check which ones need to be replaced
- SDC suggests for MCM minutes to just include key actions, and not with full agenda content – can include agenda slides as a separate attachment to keep minutes short
  - MSL to apply starting from this MCM meeting onwards

**#8: Future MCM Meetings**

The following dates are confirmed for 2023 remaining MCM meetings:

- Wednesday, 27<sup>th</sup> September 2023
- Thursday, 19<sup>th</sup> October 2023
- Thursday, 23<sup>rd</sup> November 2023
- Thursday, 14<sup>th</sup> December 2023

There will be another date (TBC) for Peder's business plan meeting, which will be considered as an MCM meeting as well.