



PANAGA CLUB
MCM MEETING MINUTES

Meeting Name: **MCM08/2023**
Date of Meeting: **14th December 2023**

Time: **1030 - 1230**
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:

Alper Zika Celik	CT, Club Treasurer
Nor Yap	CM, Club Manager
Aran Testa	CDC, Culture Division Chair
Gareth Trevor Turner	GC, Golf Captain
Rosalind Garfield-Barkworth	GLR, Garrison Liaison Representative
Mico Peric	KBBCC, KBBC Commodore
Wenny Chong	FM, Finance Manager
Janice Lim	MSL, Member Services Lead
Fifie Abdullah	PEMM, Project cum Event & Marketing Manager

Apologies:

Michael Lampp	CP, Club President
Wendy Dawn Thompson	PADC, Performing Arts Division Chair
Marc Ripoche	SDC, Sports Division Chair
Geoffrey Sim	FAM, Facilities Manager
Salami Hj Jakuran	GM, Golf Manager

#1: Finance Update by Alper and Wenny

- Overall draft budget for 2024 was shown to look at final picture – looking to reduce expenses as much as possible. Biggest impact is on maintenance and projects.
- CP is still reviewing the proposed maintenance projects. Budget 2024 will be presented in January 2024's MCM meeting for approval.
- KBBCC request to share slides sent to BSP on projected business plan from CT.
- CDC request for breakdown cost of projects, CapEx and OpEx in Budget 2024.
- Overall increase in income for November 2023 largely due to increase in facility hire income and commission from operators, especially caterers in view of opening dine-in to public without day pass.
- GC query on recouping expense for pool closure from supplier
 - CM informed still in progress and negotiation with supplier on compensation
- KBBCC suggests when looking at F&B Operators' revenue, if possible, to check on the statistics how many are members and how many are non-members dining in.
 - FM to check if POS system can capture such data and generate report.
- KBBCC query on process to start a project? Is there a project initiation form? And how is the project approved and/or rejected?
 - CT advised usually will collect information on proposed project then will discuss.



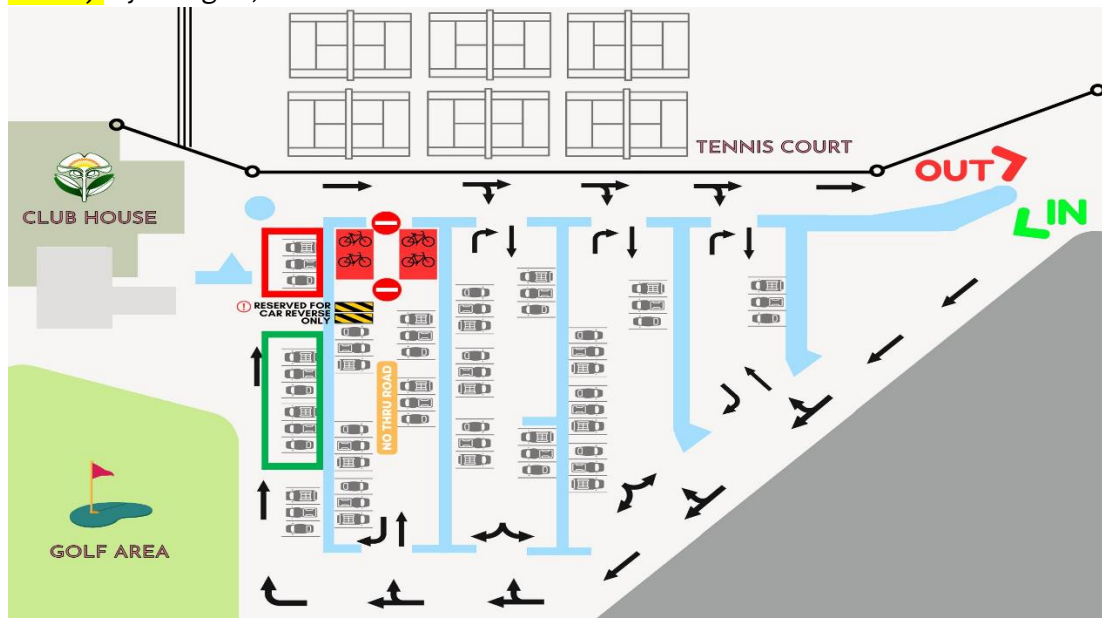
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#2: Membership Figures by Janice

- KBCC suggest to include net count between New Joiner and Resigned numbers for better analysis as well as looking at the trend over the last 3 years.
 - MSL to also include population statistics of paying members and new joiners (locals and non-locals) – can help to decide what promotions suitable and whether to target local and/or non-local community
 - Can also put into consideration nationality, income in average household, what activities are members attracted to at Panaga Club.
- GLR advised that 1RGR will have turnover in 2024-25 Spring, with new postings to 2RGR during this period.

#3: Maintenance & Safety Highlights by CM (on behalf of FAM)

- CM explained proposal to cease security service at KBBC to KBCC:
 - KBCC unable to provide an immediate answer on proposal as will need to discuss with committee and think about pros and cons. Will come back to MCM on the matter within 2 weeks time.
- With regards to proposed block off bike parking from cars:
 - GC suggests that current plan and map shown is not feasible as want to avoid much traffic going through club main entrance. GC recommends to allow turn left when coming out, but CM advised that the road is too narrow to do so and will potentially create hazard if allowed.
 - GC and CT suggest to move bike parking area forward to current priority parking area (marked in red box below) and move priority parking to the side (marked in green box below). By doing so, it will not create a new hazard.



- GC also suggests to have stands to separate bike path from main road. CM will look into this matter with FAM.

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#4: Project Updates by Fifie

- Remaining projects will be carried forward to 2024.
- CDC concern on gym floor:
 - CM informed that we have done an integrity study with a company registered with ABCi. They came already for site visit but we are still waiting for their report (2 months has passed). **Geoffrey is following up with the contractor.**
 - CP is in consideration of moving part of the gym to Golf Terrace, treadmills to Pelangi Room and Pelangi Room to current gym area. We are also looking at where we can have a space for children to relax after school.

#5: Division & Sections Update by Division Chairs

Updates from Cultural Division by Aran

- The division is doing good overall. Library is doing well and busy.
- Arts & Crafts is encountering an issue with volunteer run classes – not many people are showing up but unsure of reason why? Charge made to account is not an issue, but some members booked the slot but do not show up.
- Last Straw is working with PNHS on 2024 events such as beach cleaning.

Updates from Garrison Liaison by Rosie

- Have not managed to **get update on lifeguard training**, will follow up on this in January 2024 MCM meeting.
 - CM informed that according to the Ministry of Culture, Youth, and Sports, having a lifeguard is mandatory. They will provide an official letter or give a written advise on the mandatory clause as CM challenged that many other pools do not have lifeguard.
 - They have also suggested to put **a “NO LIFEGUARD” sign on the pool rules board** as currently not reflected.
 - GLR informed that their lifeguards and pool regulations follow UK standard of requirements.
- To check increase or decrease in overall Garrison members throughout the years to understand trend and future expectations.

Updates from Golf Section by Gareth

- Golf handicap system is now ready for use, remaining is to educate golf members on how to use the system.
- Still waiting for quotes to come in for concrete path from Golf Shop to Hole 9 and Hole 18.
- Head groundsman will be leaving soon, will wait until 2024 DAM to see if anyone is interested to take over the role – no big worries as now got Shuhairi on board with the team.
- Met with Golf Shop operator who informed of issue – non-members coming in pay B\$15 per pax entrance fees to use Driving Range on top of paying for golf balls, this has significantly affected their business.
- MCM approved of proposal to charge B\$5 Day Pass for non-member access to Driving Range only. GC approve of no facility fee required. This will be effective 1st January 2024.
- GC to come up with **2024 golf course vision and business plan**.

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Updates from KBBC Division by Mico

- Appreciate Club support to clean up KBBC building so members can start visiting again
 - Will work on parking and see what can be written off
 - To take out all the boats, clean up and see what we can do to the area
 - Overall looking for KBBC building to be revived
- With regards to sailing section, suggest to **have a site visit with KBBC and FAM as some things can be fixed easily on our own at low cost.**
- With regards to having more members for diving, sailing and kayak:
 - Will **look at what can be done and what could be done** (e.g.: commercial feasibility)
 - Reach out to local community and expatriate forums to gauge interest
 - In the next 3 months, will be able to make good use of boat shed area and make the place more lively
- To raise KBBC flag at KBBC building

#6: Events & Marketing Updates by Fifie

- MCM approved of Marketing Promotion for room booking.

#7: AOB

- CT is open to have ideas from MCM regarding business plan and strategy
 - Any suggestions on revenue generation activities and/or reduce operating costs are welcome.
 - Proposed ideas will expect to get either one of two responses: OK or looks extensive and needs further consideration.
- KBBC suggestion for business plan: to consider what is never going to change for us? What could we change?
 - Look at our strategy position – what do we want to be?
 - CDC suggests working on what we got now and make it really good.

#8: Future MCM Meetings

The following dates are proposed for 2024:

- MCM01 Thursday, 25th January 2024
- MCM02 Thursday, 22nd February 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	1. Review maintenance projects in Budget 2024.
CT, Club Treasurer	1. Present 2024 budget in January 2024 MCM meeting with FM. 2. Share slides sent to BSP on business plan with KBBC.
CM, Club Manager	1. Provide update on pool reimbursement from supplier regarding expenses incurred during pool closure. 2. Look into having stands to separate bike path from main road with FAM.
CDC, Cultural Division Chair	
GLR, Garrison Liaison Representative	1. Provide update on lifeguard training.
GC, Golf Captain	1. Come up with 2024 golf course vision and business plan.
KBBC, KBBC Commodore	1. Provide update on proposal to cease security services at KBBC building. [Responded via email on 19th December 2023] 2. Visit with FAM to check on what can be repaired by club staff at low costs.
PADC, Performing Arts Division Chair	
SDC, Sports Division Chair	
FM, Finance Manager	1. Present 2024 budget in January 2024 MCM meeting with CT. 2. Check if POS system can generate data on how much F&B revenue and commission are derived from members and how much from non-members.
FAM, Facility Manager	1. Look into updated proposal of blocking off bicycle parking bay – 3 months trial. 2. Look into having stands to separate bike path from main road with CM. 3. Follow up with contractor on findings for integrity study done on gym. 4. Visit with KBBC to check on what can be repaired by club staff at low costs.
GM, Golf Manager	
MSL, Member Services Lead	1. Include net count of new joiners and resigned members in monthly membership figures over the last 3 years. 2. Include population statistics of paying members and new members – local and non-locals. 3. Provide “no lifeguard” sign on swimming pool rules notice board beside entrance. [Done on 15th December 2023]
PEMM, Project, Events and Marketing Manager	