



PANAGA CLUB

MCM MEETING MINUTES

Meeting Name:	MCM01/20	Time:	1100hrs – 1330hrs																																																																								
Date of Meeting:	Wednesday, 15 <sup>th</sup> January, 2020	Location:	Teratai Room, Panaga Club																																																																								
<b>Meeting Objective</b>																																																																											
Discussion to raise issues to improve efficiency of the Club.																																																																											
<b>Attendees</b>																																																																											
<p><b>Present:</b></p> <table> <tr> <td>David Hughes</td> <td>CP, Club President</td> </tr> <tr> <td>Sheldon Harrison</td> <td>CT, Club Treasurer</td> </tr> <tr> <td>Emma Dato Hj Jemat</td> <td>CM, Club Manager</td> </tr> <tr> <td>Geoffrey Sim</td> <td>OM, Operations Manager</td> </tr> <tr> <td>Safrin Kamis</td> <td>MM, Maintenance Manager</td> </tr> <tr> <td>Ramon Van Dijk</td> <td>HMR, House Member Representative</td> </tr> <tr> <td>Eva van der Poel</td> <td>FBR, F&amp;B Representative</td> </tr> <tr> <td>Wijnand Hoitinga</td> <td>SDC, Social Division Chair</td> </tr> </table> <table> <tr> <td><b>Apologies:</b></td> <td><b>Representative:</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Nor Yap</td> <td>MSM</td> <td>Nil</td> <td></td> <td></td> </tr> <tr> <td>Wenny Chong</td> <td>FM</td> <td>Nil</td> <td></td> <td></td> </tr> <tr> <td>Hj Tajul Rizal Hj Zainal Abidin</td> <td>HoC</td> <td>Nil</td> <td></td> <td></td> </tr> <tr> <td>Hj Roslie bin Hj Bakar</td> <td>GC</td> <td>Robert Warmerdam</td> <td>VC, Vice Captain</td> <td></td> </tr> <tr> <td>Graham Wotton</td> <td>HFDC</td> <td>Julia Wotton</td> <td>TC, Trifit Chairperson</td> <td></td> </tr> <tr> <td>Arjun Marathe</td> <td>SDC,</td> <td>Nil</td> <td></td> <td></td> </tr> <tr> <td>Kipshogje Green</td> <td>PADC</td> <td>Nil</td> <td></td> <td></td> </tr> <tr> <td>Sybrand Ukema</td> <td>KBBCC</td> <td>Nil</td> <td></td> <td></td> </tr> <tr> <td>Javaria Said Adeel</td> <td>CDC</td> <td>Nil</td> <td></td> <td></td> </tr> <tr> <td>Triin Barrow</td> <td>MR</td> <td>Nil</td> <td></td> <td></td> </tr> </table>					David Hughes	CP, Club President	Sheldon Harrison	CT, Club Treasurer	Emma Dato Hj Jemat	CM, Club Manager	Geoffrey Sim	OM, Operations Manager	Safrin Kamis	MM, Maintenance Manager	Ramon Van Dijk	HMR, House Member Representative	Eva van der Poel	FBR, F&B Representative	Wijnand Hoitinga	SDC, Social Division Chair	<b>Apologies:</b>	<b>Representative:</b>				Nor Yap	MSM	Nil			Wenny Chong	FM	Nil			Hj Tajul Rizal Hj Zainal Abidin	HoC	Nil			Hj Roslie bin Hj Bakar	GC	Robert Warmerdam	VC, Vice Captain		Graham Wotton	HFDC	Julia Wotton	TC, Trifit Chairperson		Arjun Marathe	SDC,	Nil			Kipshogje Green	PADC	Nil			Sybrand Ukema	KBBCC	Nil			Javaria Said Adeel	CDC	Nil			Triin Barrow	MR	Nil		
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<b>Agenda, Notes, Discussion and Issues</b>																																																																											
<b>Topic</b>		<b>Discussion</b>																																																																									
1.	Welcoming Remarks	Meeting was chaired by Club President																																																																									
2.	Previous Minutes	Minutes held on December, 2019 were reviewed and adopted.																																																																									
<b>Committee Updates</b>																																																																											
3.	<b>Club President Remarks</b>																																																																										
<i>Previous Minutes</i>																																																																											
3.1.	Advertising Boards	Located at Golf Course, Hole No. 8.		<b>CP with Golf Treasurer</b>																																																																							
3.2.	Accommodation for Club Pros	Awaiting for a designated BSP housing area for Club Pros.		<b>CP with CD</b>																																																																							



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<b>4. Club Treasurer Remarks</b>			
4.1.	Budget 2020	CT shared the budget for 2020 and was agreed by the Committee to proceed.  Dance section justifications on the portable dance floor expenses. Queries: <ul style="list-style-type: none"> <li>- Storage of the dance floors</li> <li>- Generate revenue</li> <li>- Rental to other sections</li> </ul>	
<b>5. Members Services Section</b>			
5.1.	Customer Service Rating	HMR commented to have a rating system similar to BSP's HR token rating.	<b>MSM and FM</b>
<b>6. Golf Section</b>			
6.1.	Golf Shop	Current tenant not interested in continuing the contract ending April/May 2020.	<b>CM</b>
6.2.	Maintenance Contract	Maintenance contract renewed. No proper contractor to take on grass cutting.	
6.3.	Activities Package	Proposed to create an activities package at the driving range eg. Team building	
<b>7. Health &amp; Fitness Division</b>			
<i>Previous Minutes</i>			
7.1.	Outdoor activities	CP queried on the possibilities of using the area and types of equipment for such activities.  TC presented the several outdoor fitness system from <a href="http://oneglobal.ph/products/pro-builder">http://oneglobal.ph/products/pro-builder</a> . TC will contact One Global for the quotation.	
<b>8. Sports Division</b>			
8.1.	Swimming Section	Members resigning due to the limited availability of the swimming pool. Mostly filled by Panaga School students and does not provide any financial benefits to the Club.  HMR will engage with the school and the section and ultimately with the constructive criticism.	<b>HMR with Panaga School</b>
8.2.	Swimming Schedule Lessons	CP mentioned to get club staff involved in scheduling the lessons other than volunteers.	<b>CM</b>
<i>Previous Minutes</i>			
<b>9. Marketing</b>			
9.1.	Brochure	A sample brochure was presented. Comments: <ul style="list-style-type: none"> <li>- Fonts unreadable due to background</li> <li>- 2 caterers instead of "Serikandi and Azul" in case of any changes in caterers in the future</li> <li>- Use icons to liven up</li> <li>- Not culturally diverse</li> </ul>	<b>MR</b>
9.2.	Social Events Calendar	SDC presented a drafted sample of calendar available through google doc. Comments: <ul style="list-style-type: none"> <li>- To utilize the website (one platform)</li> </ul>	<b>SDC</b>



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10. AOB																	
10.1	AGM	CM reminded that the next AGM will be held in April 2020 and to submit the minutes to MSM (incorporated & unincorporated sections)															
10.2	Ministry of Energy Meeting	CM highlighted that the meeting will be held at Teratai.															
10.3	Air-conditioners	<p>CM presented the number of units broken and have not been resolved since 2019.</p> <table border="1"> <thead> <tr> <th>Location</th> <th>Faulty</th> <th>Date highlighted</th> </tr> </thead> <tbody> <tr> <td>Gym Workout Area</td> <td>6 units</td> <td>04.07.19</td> </tr> <tr> <td>PDC Cabin Store</td> <td>1 unit</td> <td>22.08.19</td> </tr> <tr> <td>Gym Office</td> <td>1 unit</td> <td>05.09.19</td> </tr> <tr> <td>MPH</td> <td>2 units</td> <td>16.01.19</td> </tr> </tbody> </table>	Location	Faulty	Date highlighted	Gym Workout Area	6 units	04.07.19	PDC Cabin Store	1 unit	22.08.19	Gym Office	1 unit	05.09.19	MPH	2 units	16.01.19
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10.4	Member Complaints	<p>CM presented the issues raised by members and the remedial actions:</p> <p><i>Issues</i></p> <ul style="list-style-type: none"> <li>- Mistreated by security personnel</li> <li>- Congested/ No parking</li> <li>- Electrical safety concerns at swimming pool</li> </ul> <p><i>Remedial Actions</i></p> <ul style="list-style-type: none"> <li>- Advised security personnel to apologize</li> <li>- Schedule works on less congested days</li> <li>- Plan before any scheduling of major works</li> <li>- Advised ISS purchased new extension</li> </ul>															
10.5	Panaga School	<p>School proposed display the 8 personal qualities adopted by the students at the Club:</p> <ol style="list-style-type: none"> <li>1. Resilience</li> <li>2. Respect</li> <li>3. Adaptability</li> <li>4. Communication</li> <li>5. Integrity</li> <li>6. Enquiry</li> <li>7. Cooperation</li> <li>8. Reflection</li> </ol> <p>Also, meet with the Club instructors that deals closely with Children and share with them what the personal qualities are and how it can be used during their teaching sessions. Cindy and Dr Fakhri would provide information regarding Child Protection.</p> <p>MSM will review the availability of instructors and CM will communicate with Perminder on the best available date. Volunteers from sections are welcome to attend.</p>															
10.6	Industrial Attachments	Five Institute Brunei Technical Education (IBTE) students (Business and Finance, Business and Administration) attached at Panaga Club on rotation basis from 1 <sup>st</sup> April 2020 until 30 <sup>th</sup> June 2020.															
Next Meeting																	
The meeting was closed at 1330hrs. The next Management Committee Meeting will be held on Wednesday, 19th January, 2020 at 1100hrs. Any changes will be notified in advance.																	