



PANAGA CLUB

MCM MEETING MINUTES

Meeting Name: MCM01/21 Time: 1100hrs – 1300hrs
 Date of Meeting: Thursday, 14th Jan 2021 Location: Pelangi

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
Sheldon Harrison	CT, Club Treasurer
Emma Dato Hj Jemat	CM, Club Manager
Wenny Chong	FM, Finance Manager
Geoffrey Sim	OM, Operation Manager
Safrin Kamis	MM, Maintenance Manager
Nor Yap	MSM, Member Services Manager
Wijnand Hoitinga	SCDC, Social Division Chair
Neil Pritchard	KBBCDC, KBBC Diving Chair
Eva Van Der Poel	FBR, F&B Representative (former)
Aanchal Bhushan	FBR, F&B Representative
Juhi James	MR, Marketing Representative
Julia Wotton	HFDC, Health Fitness Division Chair
Marco Bonato	SDC, Sports Division Chair
Wendy Thompson	PADC, Performing Arts Division Chair
Javaria Said Adeel	CDC, Culture Division Chair
Raini Kassim	GT, Golf Treasurer

Apologies:

Roslie Bakar	GC, Golf Captain
David Hughes	HM, House Member
Marten Adema	KBBC, KBBC Commodore

Topic	Discussion
1. Welcoming Remarks	Meeting was chaired by Andrey.
2. Previous Minutes	Minutes held in December, 2020 was reviewed and adopted.

Committee Updates	Action By
3. CLUB PRESIDENT	
3.1. Safety and Wellbeing	- All good. Leaking roofs to be addressed. Tree cutting procedure is good – visibility to be maintained, ensure nothing gets damaged. INFO
3.2. Customer experience/ Good Times	- Focus on replacing vendors at Lotus Lounge and Beach Shelter. INFO - Finalizing budget and looking into list of projects. - One focal from MCM to move forward on each design/project overview.



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4. CLUB TREASURER

4.1.	Business Plan 2021 Budget	<ul style="list-style-type: none"> - Brief overview of the budget - Substantial amount on upgrading and refreshing the Club - Balance to keep members happy and discipline on cost side - Improving facilities for sections 	INFO
	Risks	<ul style="list-style-type: none"> - Club funded maintenance 	
4.2.	Projects Overview	<ul style="list-style-type: none"> - Smaller focused committee to steer the project with the main people eg. Gym and Music redesign – David, Wendy and Julia 	INFO
4.3.	Gym and Music	<ul style="list-style-type: none"> - CP highlighted that competitors have better gym facility than Panaga Club - Should modernize in gym equipment and layout. 	HM HFDC PADC
4.4.	Beach Shelter	<ul style="list-style-type: none"> - SCDC and FBR volunteered with Beach Shelter restaurant upgrade - Commented on BBQ pit available at the Beach Huts and allowing members to bring in outside food for barbeque but order drinks from vendor - Booking system for BBQ pit 	FBR SCDC
4.5.	Jungle House	<ul style="list-style-type: none"> - Difficulty to use toilets in the Jungle House - Have to remove shoes before entering - MCM advised to create access from outside. 	
4.6.	Adventure Playground	<ul style="list-style-type: none"> - Play area for above 7 years old - Located at Boat Shed 	CT
4.7.	Shade Sail/ Swimming Pool	<ul style="list-style-type: none"> - Bad condition. Review life span. Able to replace this year. - Improve lighting at the pool since lessons continue after dark. 	
4.8.	Software Update	<ul style="list-style-type: none"> - KBBC-DC volunteered to check with Brian on CerDaaS to see if they can assist with Club software. - Possible integration with Library system and book bookings. - Club system divided into two: Front-end and Back-end. CP advised to have both independent and focus mainly on booking. 	KBBCDC
4.9.	Lotus Lounge	<ul style="list-style-type: none"> - Create proper serving area to attract more vendors and set the vendor up for success. 	CT
4.10.	Kenyalang and Poolside	<ul style="list-style-type: none"> - Food needs to be improved although vendor has been very flexible with the Club. Possibly motivated once areas revamped. 	
4.11.	Pool Bar	<ul style="list-style-type: none"> - Needs clarity on what the Club wants. - CP instructed to use the space. Vendor to offer suitable food. If vendor cannot produce, add pop-ups on Friday, Saturdays and Sundays. 	
4.12.	Sequence	<ul style="list-style-type: none"> - Create safe environment for the kids at the playground by cutting the trees and replanting with sturdier trees. Then 	



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clean, sandfill and next phase Adventure playground and Outdoor gym.

5. PROJECTS

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| 5.1. | Maintenance Project
Tree Cutting | - SDC volunteered to engage with IFM on trees that are to be removed at IFM houses instead of purchasing trees. | SDC |
| 5.2. | Development Project | <ul style="list-style-type: none">- Design layout due next week.- Make use of the beach huts. Design to attract specific type of vendors.- Work scope from Club and provide to contractors.- CP commented to proceed with the minimum requirements and reviewed by OM. | OM |

6. MARKETING

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| 6.1. | Feedback on Old Website | <ul style="list-style-type: none">- Rated 3 out of 5. An average on efficiency and overall. The look of the website was rated 4 out of 5.- Section heads need to update on photos and information. | All |
| 6.2. | Social Media | <ul style="list-style-type: none">- Not clear, unprofessional- Use colours of Club logo and coherent with Panaga Club- Less text on the posts- MCM commented to create template/mock-up so one format is used when posting | MR |
| 6.3. | Golf Booking | <ul style="list-style-type: none">- Urgency to go virtual- SuperSaaS capped to 50 members only unless Club agrees to add more cost- MCM approved for additional costs | MR |

7. MEMBERS SERVICES

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| 7.1. | January 2021 Promotion | <ul style="list-style-type: none">- Changes on non-refundable joining fee. MCM approved.- CDC highlighted issues with costs absorbed on books not returned by members when non-refundable joining fee is not applied. CP said that Club will manage the risk.- KBBC-DC proposed to attract more members from Garrison and reduced fees for single member status. Monday to Friday mostly full. | MSM |
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8. PERFORMANCE ARTS DIVISION

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| 8.1. | Club Shop | - MCM advised to make the One Stop Shop available on the website. Swimming shop can be used to add Dance items. PADC to steer. | MR,
PADC |
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| 8.2. Volunteers Induction Section | <ul style="list-style-type: none">- One off annual event.- MCM fully support Coffee with Club Manager monthly and once with Club President. Strong offering to attract members to Lotus Lounge. | PADC |
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9. CULTURE DIVISION

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| 9.1. New Section Membership | <ul style="list-style-type: none">- MCM support changes and advised to enforce guidelines.- Create form for borrowing items approved but highlighted on friendly approach to attract members. Club will be liable for costs of replacement. | Section |
| 9.2. Library | <ul style="list-style-type: none">- Kids left unaccompanied creates a safety issue. Two cases of kids being left and parents are not in the Club.- Suggest to send out newsflash as a reminder not to leave their kids in the library. CP reminded that the Club should have a friendlier approach and advised against using the newsletter. Library to take note of member's names and notify CP. If it's repeated, member to be suspended. | CDC |

10. AOB

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| 10.1. Pool Table in Lotus Lounge | <ul style="list-style-type: none">- FBR suggested to add Pool Table and Foosball Table in the lounge to cater for Teenagers. No entertainment for them in the Club.- MCM commented that it is too noisy for the lounge and suggested for it to be placed elsewhere such as Jam Factory. | INFO |
| 10.2. Lounge Etiquette | <ul style="list-style-type: none">- CP remarked that the previous vision for the lounge was not sustainable. Thus, several etiquettes dropped to include parents with kids and allow clean coveralls except for wet swimsuits and dirty clothes which is self-explanatory. | INFO |
| 10.3. Lounge Vendor | <ul style="list-style-type: none">- Market too thin to open another restaurant at the Club. Sufficient to have Restaurant, Beach Café and Coffee Shop.- Invite Mr. Baker. | |
| 10.4. Social Calendar | <ul style="list-style-type: none">- Dates not confirmed yet.- Shared using google calendar and Fizah to add on website. | |
| 10.5. KBBC | <ul style="list-style-type: none">- Tri-Dive once every month on the last Friday. | |



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- Courses such as Yachting, Boating, etc waiting for budget approval to start. Dinghy sailing course to include progressive courses.
 - Long term KBBC - MCM replied that if activities in high demand and create high interest, KBBC can explore options on the building and request assistance from AED to inspect building for the activity.
 - MCM support with advertising activities. Budget not approved and reduced by \$10k deficit.
- 10.6. Sports Division
- SDC mentioned Padang to be closed because it is too wet.
 - Division will have AGM on 5th February.
- 10.7. Swimming
- Maintain fairness for members. To review waiting list and pool time.
 - Apply use of padang to swimming pool lessons.
 - CP suggested to engage with sections to incentivize bigger groups and higher another coach if we have enough demand. Try to make a better offer.
 - CT mentioned to have balance added coaches. Not clogging up the pool. 3rd coach to be shared with BSRC or Panaga School. Quality of offering and encourage larger groups with right price.
- 10.8. Health Fitness Division
- Division will have AGM on 8th March.

Next Meeting

The meeting was closed at 1300hrs. The next Management Committee Meeting will be held on 16th February, 2021. Any changes will be notified in advanced.