

PANAGA CLUB
MCM MEETING MINUTES



Meeting Name: MCM01/22 Time: 1130hrs-1330hrs
Date of Meeting: Thursday, 27th January 2022 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:

Andrey Shuvalov	CP, Club President
Sheldon Harrison	CT, Club Treasurer
Emma Dato Hj Jemat	CM, Club Manager
Aran Testa	CDC, Culture Division Chair
Aanchal Bhushan	FBR, F&B Representative
Julia Wotton	HFDC, Health & Fitness Division Chair
Marten Adema	KBBCC, KBBC Commodore
Michael Lampp	MR, Maintenance Representative
Wendy Dawn Thompson	PADC, Performing Arts Division Chair
Capt Thomas Mark Lindsay	PGLR, Projects & Garrison Liaison Representative
Marco Bonato	SDC, Sports Division Chair
Geoffrey Sim	FAM, Facilities Manager
Wenny Chong	FM, Finance Manager
Salami Hj Jakuaran	HGS, Head, Golf Services
Nor Yap	MSM, Member Services Manager
Fifie Abdullah	PEM, Projects & Event Manager

Apologies:

Roslie Bakar	GC, Golf Captain
David Hughes	HM, House Member
Meghna Nair Vinod	SocDCMR, Social Division Chair & Marketing Representative

No	MCM / Topic	Discussion	Action by
1.	Welcoming Remarks	Meeting was chaired by Andrey, CP.	INFO
2.	Previous Minutes	Minutes in MCMog was reviewed and adopted.	INFO
3	Club President	Welcomed Michael Lampp, as new Maintenance Representative (MR) who is handy on tools; oversight of club maintenance together with FAM & maintenance team.	INFO
4.1	2022 Budget & Section Fees	<p>Club President / Club Treasurer</p> <ol style="list-style-type: none"> 1) 2022 Budget – Not finalized/approved yet; no support yet from BSP on club deficit 2) Division Chairs to get Sections to revisit their 2022 budget submissions including fee/s structure and increase proposal; to submit in a week's time 3) Suggested to increase fees in July 2022 due to general inflation 4) Golf Section; to increase the golf membership fees by \$15-\$20; waiting for Golf Pro to submit revised rates for golf lessons 5) Private training/lessons; 80/20 split 6) Tennis courts; to charge a monthly fee or per court or penalty fee for non attendance 7) While waiting for 2022 budget approval, CT approved <ul style="list-style-type: none"> ➤ Cost items within \$5k – FM to proceed ➤ Cost items above \$5k – CT to approve first. 	ALL

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4.2	Club Financial Health	<p>Club Treasurer</p> <ol style="list-style-type: none"> 1) YTD loss is \$250k excluding investments on facilities; 2 tough years with loss 2) Loss in December 2021; <ul style="list-style-type: none"> • Loyalty credit of \$30 for paying members since September 2021; December 2021 Loyalty credit \$26K • New gym equipment 37K, Golf maintenance cost & ball stopper \$30K, 85% rent reduction for operators \$9K, ISS accrued cost \$8K, Football goal post & music new fittings \$6K 3) BSP has changed relationship; Freedom – subsidy and best agreement; no confirmation yet 4) Additional unexpected Coach housing cost 5) Membership number decreased; to offer value to members with attractive proposition 6) Big loss resulting less cash in bank 7) Section results; new swim lane ropes & gym equipment; KBBC interest level decline; PPS showed a loss CP would like to see the Sections’ revenue in six months’ time. 8) 2021 Scorecard result for core club staff at 75%; impact quite heavily by Covid-19; MCM supported adjustment to 0.8 	INFO
4.3	Section Survey feedback	Facilities booking, and management of lessons and time-table	
4.4	Facilities Booking	<ol style="list-style-type: none"> 1) PEM responded that the Team is still looking into it as difficult to get ‘one’ platform to do all across the Sections with different requirements 2) MR informed that member’s interest will increase with easier booking system in place 3) Tennis courts & golf course bookings; Supersaas App Other Section activities have fixed schedules arranged by the Sections; Tri Fit classes; weekly schedules arrange by Section and also according to availability of Volunteer Instructors; sports, etc 4) CM informed that the Club current email provider ZoHo has also Facilities Booking Management app including membership, etc; FM in process of arranging an online meeting with Zoho Team to discuss Club requirements and how all can be integrated together. 5) POCKET app; effective 1/1/2022 online payment for club bills too other than Day Passes. 	<p>PEM</p> <p>DH</p> <p>INFO</p>
4.5	Centralized Lessons Management	<ol style="list-style-type: none"> 1) CT Proposed to have a full time staff as single central point of contact in managing all lessons; continuity, better communication and professional service, etc. 2) To charge a monthly surcharge fee per membership when taking up lessons to cover the staff’s cost. 3) Mixed feedback from MCM; does Section needs help; either to increase/restructure fees or impose surcharge fee 4) CP advised to wait for feedback from Sections before next MCM meeting. 	INFO

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4.6	2022 Projects	<p>MC Leads to oversight of 2022 Projects; set timeline, review design and challenge quotes/bids.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Projects</th> <th style="width: 20%;">MC Leads</th> </tr> </thead> <tbody> <tr> <td>Playground perimeter fencing – Defer to 2023</td> <td>INFO</td> </tr> <tr> <td>1) Poolside Cafeteria – Roof and under cover seating area</td> <td>HFDC</td> </tr> <tr> <td>2) LED Tennis court lights</td> <td>SDC</td> </tr> <tr> <td>3) Tennis court resurfacing (get update quote)</td> <td></td> </tr> <tr> <td>4) Kenyalang Kafe refresh (offer 50/50 share – the club has control) ➤ made a loss of \$130k therefore, might not want to share cost; ➤ design & quotes in place; to share</td> <td>FBR</td> </tr> <tr> <td>5) Playground;</td> <td>CT</td> </tr> <tr> <td>6) Garden/landscaping refresh;</td> <td></td> </tr> <tr> <td>7) Finance & member software replacement</td> <td></td> </tr> <tr> <td>8) Toilet renovation (across the club – pool, Serikandi, Golf & Jungle House)</td> <td></td> </tr> <tr> <td>9) Main Hall floor</td> <td>PADC</td> </tr> <tr> <td>10) Main Hall minor repair & painting</td> <td></td> </tr> <tr> <td>11) Beach Shelter toilets and other upgrades</td> <td></td> </tr> <tr> <td>12) Pool and furniture upgrades</td> <td>MR</td> </tr> </tbody> </table>	Projects	MC Leads	Playground perimeter fencing – Defer to 2023	INFO	1) Poolside Cafeteria – Roof and under cover seating area	HFDC	2) LED Tennis court lights	SDC	3) Tennis court resurfacing (get update quote)		4) Kenyalang Kafe refresh (offer 50/50 share – the club has control) ➤ made a loss of \$130k therefore, might not want to share cost; ➤ design & quotes in place; to share	FBR	5) Playground;	CT	6) Garden/landscaping refresh;		7) Finance & member software replacement		8) Toilet renovation (across the club – pool, Serikandi, Golf & Jungle House)		9) Main Hall floor	PADC	10) Main Hall minor repair & painting		11) Beach Shelter toilets and other upgrades		12) Pool and furniture upgrades	MR	MC Leads
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4.7	External Sponsorship	External sponsorship to the Club and its sections is now allowed.	INFO																												
4.8	Week Pass fees	MCM supported to increase the Week Pass fees by \$15; \$20 to \$35 per person and \$25 to \$40 per family; the Day Pass fees; \$10 per person and \$15 per family remain the same.	INFO																												
5.	Culture	Arts & Crafts Family session – started on 22/1/2022; pre-online booking system due to limited space; increase number of people capacity in view of spacious space.	INFO																												
6.	Food & Beverages	<ol style="list-style-type: none"> 1) Dine in for non-members at club restaurants – CP approved <ul style="list-style-type: none"> ➤ For lunch on weekdays only; dinner quite busy ➤ once a month event on Sunday only 2) Confirmed already in Club Rules; Non-Club members who are BSJV Employees only, may gain access to the Club for food and drinks by showing their GID passes 3) Floradina opening hours – still up to 6.30pm only; waiting for new Chef to consider on time extension 4) Floradina walkway – request to install an aircon as too warm to sell flower; not approved; to step up their service; commented on long wait for food to be served. 	INFO																												

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7.	Garrison Liaison	<ol style="list-style-type: none"> 1) Garrison new arrival – list of personnel that have arrived since lockdown in August till December 2021; ongoing club membership promotion for new arrival but must join within one month after isolation; massive unit changeover mid June-August 2) Regular sharing - Garrison communications team will share anything of value over their social media sites to make them more known to what is happening at Panaga Club and any posters, flyers especially the non-members that don't know what is available. The club is now part of all the newcomers brief on arrival. 3) Outstanding debts – FM has brought to the attention of PGLR on two garrison families who had left Brunei with an outstanding bill unpaid; PGLR has tried to assist but still unable to claim payment; FM suggested to revisit the refundable deposit when joining; now two months of club fees i.e. either \$220 or \$150 (previously \$1,500 then \$1k then 1 month club fee). 	INFO
8.	Health & Fitness	<ol style="list-style-type: none"> 1) Yoga – volunteer teachers 2) Tri-Fit Instructor (Korn) – will start group spinning sessions 3) Gym – aircon problem 4) MPH small hall – No lights due to stolen cable on 25/1/2022; to be replaced by weekend 5) Netball – approved to change fee structure from \$10 per single to \$5 per single and \$10 per family effective 1/2/2022. 	INFO
9.	KBBC	<ol style="list-style-type: none"> 1) KBBC is close to agreeing a lease deal with for the Yacht Club with a 3rd party. Negotiations have progressed and are in final stage. MCM is in support, with a few adjustments proposed by CP and CY which will be included in the Term Sheet. 2) KBBC has the intent to make the water sport activities more accessible and predictable and will try to allocate fixed weekend days for activities, for example 2 Sail Sundays per month and/or 2 Dive days per month. 	INFO
10.	Performing Arts	<ol style="list-style-type: none"> 1) Music & Dance lessons – face to face lessons have resume 2) PMS <ul style="list-style-type: none"> ➤ Choir rehearsal on every Thursday @ 7pm; resumed on 27/1/2022 ➤ Still looking for volunteers 3) Music Teacher – Section budget for housing allowance; to discuss separately with CT 4) Extra Dance classes <ul style="list-style-type: none"> ➤ if in Main Hall – needs proper flooring & cleaning; mirror & stereo; space not ideal as also use for hire ➤ communication to parents – needs improvement on change of class venue. 	INFO

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11.	Sports	<ol style="list-style-type: none"> 1) New Section – Futsal Section; Incorporated Section; no fee; organize tournaments; support Football Academy older teenagers; reminded to keep the equipment tidy in the shared MPH big store 2) Rest area for Tennis Coaches; FAM has already arranged 3) Football Academy/Tots sessions have resumed on 7/2/2022; more volunteers require 4) Kids rugby sessions have resumed on 13/1/2022 5) Tennis Coaches – requested help with housing issue; financial position/Coach’s salary; difficult to get a proper accommodation for family with four children, with the housing allowance given. 	INFO
Information Items on Agenda			
12.	Events	<ol style="list-style-type: none"> 1) Quarter 1 – Club Events <ul style="list-style-type: none"> ➤ February <ul style="list-style-type: none"> • 12th – Family Fun Run & Kids obstacle • 14th – Happy Cupid’s Day – Share the love • 26th – Pool Day ➤ March <ul style="list-style-type: none"> • 1st – Lose Weight Challenge • 4th-20th – Sell of Women’s Day T-shirt • 8th – Women’s Day Coffee Morning • 25th – Family Fun Day • 28th – Beach Cleaning 2) Staff Party – Friday, 4/2/2022; offices closed half day from 2pm. 	INFO
13.	February & March Club Promotion	<ol style="list-style-type: none"> 1) Simpurr Room; fee inclusive free complimentary of light refreshment, coffee or tea 2) Club membership; \$20 processing fee waived & \$100 joining fee discounted 50%. 	INFO
14.	Club Membership updates	<p>December 2021</p> <ol style="list-style-type: none"> 1) Total Club members – 918; Paying members – 858 2) 18 – Resigned 3) 38 – New joiners. 	INFO
15	Division Annual Meeting (DAM)	<p>Just a gentle reminder for Division Chairs:</p> <ol style="list-style-type: none"> 1) DAM – at least one month in advance of the Panaga Club AGM (norm in April) to approve: <ul style="list-style-type: none"> • Financial reports of the Division, as well as each Section in the Division • Appointment of a Division Chair to represent the relevant Sections on the Management Committee • Any changes to Section Committee members. Sections must nominate new members in advance of the DAM. 2) Committee Composition In order for the Section to function, it MUST have an elected Committee to be filled by different persons. Each of these people must be a member of the Panaga Club. All Section Committees must be made up of at least these three people: <ol style="list-style-type: none"> i) Chairperson ii) Treasurer iii) Secretary or any other role as determined by the Section. If a Section Committee is without one or more of the required 3 roles for a period greater than 3 consecutive months, then the Management Committee may cause the Section to be disbanded. 	INFO

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16.	Industrial Attachment (IA)	<ol style="list-style-type: none">1) Students from Institute of Brunei Technical Education (IBTE) – NTec and HNTec courses in Information and Communication Technology and in Business and Finance2) Objective – for students to get the knowledge, skills and experience3) April to June 20224) Number students – depend on Club needs.	INFO

Next Meeting

The meeting was closed at 13:30hrs.

The next Management Committee Meeting will be held on Thursday, 24th February 2022.